## San Bernardino County Library

# **Facility Master Plan**

December 2001

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## **Providence Associates, Inc.**

## Background

The consulting firm of Providence Associates, Inc has recently completed a Facility Master Plan for the San Bernardino County Library. Founded in 1979, Providence has provided input for more than 200 library projects throughout the United States and abroad. San Bernardino County chose Providence to conduct a Needs Survey based on our broad range of experience and awareness of methods other progressive libraries are using to meet the needs of their clientele. Providing advice and consultation that is grounded in practical and tested solutions, the group's services include: architectural design, space planning and space utilization, service development and evaluation, administrative and management studies, community analysis and needs assessment, public relations promotions, marketing and fundraising.

The firm's consultants and associates are practicing librarians, with specialties in their related fields. With 41 years of library experience, the principal consultant on this project brought knowledge and experience with new library construction as well as renovation of existing buildings, gained from working with library systems with needs similar to those of San Bernardino County Library. In addition, two other associates who worked on the project have a combined 35 years of extensive training and experience in library services.

Providence provided a thorough needs assessment for the Library by surveying community members, local school personnel and library users. The following information demonstrates the results of this assessment and provides a comprehensive overview of the Library's building needs for the near future.

## **Table of Contents**

INTRODUCTION	Page 7
HISTORY AND BACKGROUND	15
COMPARISONS WITH LIBRARIES - NATIONWIDE	23
COMPARISONS WITH LIBRARIES - STATEWIDE	27
POPULATION PROJECTIONS	31
BRANCH RECOMMENDATIONS	35
Tier 1 Projects	
Adelanto	57
Apple Valley	63
Bloomington	69
Chino Hills	75
Fontana/Kaiser	81
Hesperia	87
Highland	93
Running Springs	99
Victorville	105
Tier 2 Projects	112
Barstow	113
Chino Lake Arrowhead	119 125
Loma Linda	131
Lucerne Valley	137
Mentone	143
Northern Fontana/Rialto	149
Phelan	153
Rialto	157
Twentynine Palms	163
Yucca Valley	169
Administration	175
Tier 3 Projects	
Big Bear	185
Crestline	193
Grand Terrace	199
Joshua Tree	205
Montclair	211
Needles	217
Trona	223
Wrightwood	229
Yucaipa	235

		Page
ESTIMATED COST	TS AND FUNDING	241
List of Tables		
5.1	San Bernardino County Population Projections 2010 - 2020	32
5.2	Cities/County Population Estimates with Annual Percent Change	33
6.1	Summary of Existing Conditions	37
6.2	Summary of Comparative Usage Statistics 2000 - 2001	39
6.3	Library Space Per Capita Based Upon "Standards"	44
6.4	Summary of Service Improvements	46
6.5	Summary of Recommended Building Projects	47
7.1	Estimated Capital Costs for All Recommended Projects	245
7.2	Estimated Operational Costs for First Year of Operations for All Projects	246
7.3	Estimated Operational Costs for FY2021	247
7.4	Results of Impact Fee Study	250
Appendices	•	251
A	National Comparisons	253
В	State Comparisons	259
C	Focus Group Summary Report	265
D	Library Site Criteria	269
E	Library Space Planning Guidelines	273
F	Impact Study Survey Instrument	283
G	Application - California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 Funds	285

## **INTRODUCTION**

Public libraries are the embodiment of the democratic ideal. They are uniquely democratic institutions. The value of libraries as a critical component of a democratic society is thoroughly engrained in our national psyche.

Public libraries see the comings and goings of all people in the community. Because of that they nourish an area more than any other public facility.

People love libraries as physical places. They particularly love to browse in libraries. The appeal of browsing is the serendipity of it. A customer never knows when he or she is going to make a delightful accidental discovery.

#### PAST, PRESENT, FUTURE

We are in the midst of a third great wave of expansion of public libraries in this country.

The first period of rapid growth was the result of Andrew Carnegie's vision and largess; his belief in the value of the public library in the development of a nation was steadfast. Ever since Andrew Carnegie's philanthropy a century ago made them a common feature of American community life, public libraries have well understood their role as community centers.

To Carnegie, the public library symbolized the unity and summit of all knowledge. It was the bones, the binding sinews, the flesh, and the heart of any society that would call itself strong. No city could sustain progress without a great public library. Not just as a font of knowledge for scholars, but as a creation for and of the people, free and accessible to all. In his mind it was no exaggeration to say that the *public library 'outranks any other things that a community can do to help its people.'* 

The second period occurred during the third quarter of the 20th century -- the result of the rapidly expanding and moving population of the United States -- suburban growth, college and university expansion, and Library Service Act (LSA) and Library Service and Construction Act (LSCA) governmental support contributed to this period.

The third wave of tremendous growth in our public libraries is now underway, a period marked by the expansion of the capabilities of libraries to access and deliver information via electronic-driven technology.

1 Remarks made by Vartan Gregorian and published in the July 1999 issue of Library Journal, p.6.

Many people invest public librarians with a great deal of power, seemingly turning staff into lawyers, doctors, and tax accountants -- depending upon the information needed and delivered.

The public library can be a place for interpersonal experiences and independent learning, a place to ask hard questions, a place to be with friends and just be oneself.

Libraries are no longer defined only by their materials collection (although one third of the books read in this country come from libraries). Libraries are also known by the possibilities they offer to navigate global information resources.

Library customers expect the right information, at the right time, in the right place, in the right format, and at the right cost. Convenience and timeliness are two very important considerations for most people in terms of public library usage.

#### THE PLACE OF INFORMATION TECHNOLOGY

From the 1950s to the present, libraries have changed dramatically and rapidly. The change has been brought about by computer and telecommunications technologies. Technology has improved record-keeping activities. It has been successful in promoting interlibrary resource sharing. People can search catalogs that represent the holdings of a library consortium and, in some cases, charge books out remotely from libraries other than their own. Patrons can generate their own photocopy requests to these libraries, the materials being delivered later directly to their offices by courier, mail, or electronic means.

Some librarians believe the path of technology will improve the image and status of the library. However, no amount of automation can substitute for direct face-to-face assistance from a knowledgeable and caring professional.

Technology alone will not improve the value of our services to users. Libraries must increase concern for library users as individuals with individual needs. The ethic of public service should be at the center of librarianship.<sup>2</sup>

On the positive side, for those who do not have access to computers at home or in school, the public library is often their only opportunity to learn how to operate one, familiarize themselves with various software programs, and get an introduction to the Internet. Even when people have a computer at home, the library provides access to the most current technology, specialized data bases, an expanded amount of information and the assistance and knowledge of the librarian.

The technologies of today and tomorrow stand to deliver untold benefits to those who seek information, instruction, knowledge, and community. However, integrating these tools into the historical identity of the public library and, conversely, accommodating the library's traditional organizational and social structures to these media will take time.

<sup>2</sup> Lancaster, F. W. "Second Thoughts on the Paperless Society." Library Journal, September 15, 1999, pp. 42 - 44.

The Internet has not eliminated the need for libraries, as many feared it would. Instead, in many cases, it has reinforced the public library's role as a place to go for information and increased the amount of space required for library services.

The possibility of a lively coexistence between the library and the computer and between the computer and the book most certainly exists, provided that:

- Public access is protected;
- Services remain free to one and all; and
- Learning is a part of the community of learning, and not permitted to become an isolated, isolating experience.

The service ideal still exists in most public libraries. The closer the professional is to the public, the more the service ideal survives and will continue to do so.

#### **SERVING YOUNG PEOPLE**

Public libraries play an important role in supporting the information, educational, cultural, and literacy needs in their communities. While this is something libraries have always done, these days the nature and breadth of library services are changing to reflect new, different and growing needs of children and teenagers.

In a neighborhood, a Chinese teenager walks through the door of the public library. She has come to use the library's computers to familiarize herself with the Internet and how it can help her find valuable information. A young boy, whose parents work long hours and are often too tired to help him with his homework, heads immediately after school to the nearby public library. There, volunteer tutors help him strengthen his reading skills and improve his study habits. A family of migrant workers manages to get a lift to the nearest public library. They are accompanying their school-age children on what turns out to be everyone's first visit to a public library. Not surprisingly, it becomes an all-day outing for the entire family.

Today, teens are looking for where they belong in the world. They need to see where they fit and how they can be useful. A successful library program for our youth has to be grounded in their developmental needs. Creating the right fit is so important. Respecting young people teaches them how to respect others. For him or her, every adult is a teacher, including every librarian.

#### THE OPPORTUNITY

Never before has the opportunity been so great for libraries. The stakes are high:

- Increasingly diverse constituencies are demanding increasingly diverse collections;
- Interdisciplinary research is becoming the norm;
- The expenses associated with technology threaten already overtaxed library budgets; and

Fee-based services and commercial contracts which may limit access to particular groups could result in a society of information rich and poor;

High stakes imply a high return:

- The opportunities for libraries to fulfill their mission on a grand scale are real;
- The delivery of information to the economically and socially disabled in the same quality and time as that received in wealthy settings addresses issues of equity like never before:
- Access to huge collections by small libraries brings resources heretofore undreamed of to their constituencies; and
- Libraries sharing resources over great distances break down barriers to learning.

Public library services have traditionally been provided without fees or user charges because of the accepted notion such services benefit the community more than they benefit the individual user. In other words, public library services are viewed as a public good, meaning the services are not always but "usually provided by government for consumption by the general public." Public goods have two defining aspects:

- Public goods possess a "non-rival consumption" aspect, i.e., the availability of the good to all is not reduced by any one person's consumption of the good; and
- Public goods have a "non-excludability" aspect in that there is no way to effectively restrict the benefits of public goods to those who directly pay for them.

#### THE ECONOMIC IMPACT OF THE PUBLIC LIBRARY

There are a great number of impacts which public libraries have on the cities. These impacts are sometimes economic in nature and sometimes less directly so, but all add quality of life benefits to the city.

The public library has been found to increase property values in a community. If maintained and administered well, public libraries can have these impacts on their communities:

- Increased attractiveness as a place to live;
- Improved cultural, educational, and recreational opportunities for all residents; and
- Increased property values because the existence of libraries increases the locale's capacity to draw businesses, homebuyers, tourists, and others to the community.

In the most recent published national survey, 51% of those surveyed remarked that their public library contributed to the quality of life in their community. Almost four of ten persons said the public library was a contributing factor to the economic well being of their community.<sup>4</sup>

The ability of a public library to serve as an "attractor" for business is another example of economic impact. It is no myth that when major corporations consider a new business location

Moffat, D. W. Economics Dictionary, 2nd Edition. New York, Elsevier, c 1983.

<sup>4</sup> Vavrek, Bernard. "Is the American Public Library Part of Everyone's Life?" American Libraries, January 2000, p. 63.

the presence of good public library service is one of the criteria used in determining the prospective location's quality of life. The existence of a public library in a community adds to that community's quality of life, thereby increasing it's attractiveness to business, thereby aiding economic development.

Public libraries also create significant impacts by promoting literacy by offering space for literacy classes, providing the necessary resources and training for literacy providers, and by raising awareness of the problems associated with illiteracy. A literate community is one that can be employed at higher-skilled, better paying jobs. If the public library facilitates this employment, the impacts its services have had are considerable. Not only have individuals learned to read, they have been able to better their economic standing.

Providing job-seeking resources is another important economic development service provided by public libraries. By building collections that teach resumé writing and interviewing techniques and help individuals explore alternate careers, offering access to the classified sections of out-of-town newspapers, and making the Internet and the employment opportunities therein available, the public library is a key resource for those seeking to change jobs or careers.

#### SUPPORT OF THE PUBLIC LIBRARY

What will compel us to give public libraries and books, among our most important cultural artifacts, more vigorous public support? What will allow us to give reading the vital support it deserves? Certainly one place to start is to recognize the concept of what a public library is, what a book is, what reading is - and then to determine the place of technology in promoting the unity of knowledge. Why? Because no search engine can replace the public library or the staff expertise within it.

Libraries provide extraordinary opportunities for the public to learn about the world. They do it in a way that helps individuals in society find precisely what they need, when they need it, and however they need it on a totally equal basis. Helping customers learn how to identify the important tools and develop the critical thinking skills needed to evaluate worthwhile information resources - this is the vital role that public libraries must play.

#### LIBRARY VALUES AND SERVICE GUIDELINES

The provision of public library services in San Bernardino County should be characterized as a public good with impacts and benefits. Like education, good public library and information services benefit not only the community and its residents who pay for it but society at large.

#### **Service Guidelines**

As plans are developed for strengthening the service potential of the San Bernardino County Library via new and expanded facilities, all who will be involved in the decision-making process should be guided by these service guidelines:

- The Library must strive to select, acquire, organize, maintain, and make accessible a collection of library materials of high quality and in a variety of formats for persons of all ages;
- The Library must strive to provide convenient and ready access to timely and accurate information needed for daily living and decision-making;
- The Library will continue to promote literacy, reading, and lifelong learning;
- The Library will serve as an important element of the cultural fabric of the community; and
- The Library must appeal to and serve all ages -- from the child at the time when he/she is ready for his/her first picture book to the retired senior citizen with time to read and learn from materials previously passed over.

#### THE FACILITY MASTER PLAN STUDY

In the summer of 2000 the San Bernardino County and its Library issued a Request for Proposals (RFP) seeking a broad overview of the existing 29 library facilities located throughout the County (28 branch libraries and the SBCL Administration building). A three to five page analysis, with photographs, should be developed for each of the 29 facilities. This analysis will provide a framework for each community to develop in more detail an assessment of their specific library facility needs.

The study was directed to undertake the following:

- Meet with the Library Director (or designee) on a regular basis;
- Develop one or more survey instruments in order to gather input from the local communities;
- Meet with representatives of the 27 local political jurisdictions (18 cities and nine unincorporated areas);
- Work with SBCL staff to hold a minimum of one community forum in each of the 27 communities:
- Prepare and provide a draft of a Facility Assessment of each library facility in the 27 local jurisdictions;
- Prepare and provide a plan utilizing Proposition 14 funds as a funding source for capital improvements; and identify additional methods for funding;
- Prepare and present a final Facilities Assessment Plan to the San Bernardino County Board of Supervisors.

Following the submittal process, PROVIDENCE Associates Inc, Library Planners Consultants, of Cottonwood, Arizona was selected as the consultant.

#### WHAT A PUBLIC LIBRARY CAN BE AND DO

As centers of lifelong learning, public libraries help communities develop productive members. They also help form critical thinkers, essential to the health of our democracy. With adequate support, public libraries are able to:

- Provide cultural, informational, educational, and leisure resources;
- Ø Offer an up-to-date and wide array of information technologies;
- Promote literacy and lifelong learning;
- Adapt and continuously improve the availability of information services;
- Promote and affirm the value of reading;
- Give the book its proper place, and provide books when books serve needs best;
- Provide trained and helpful staff;
- Offer a safe, enjoyable, and friendly place for people and ideas, setting the library as a stage for community life;
- Respect and protect the rights of individuals to obtain and use information;
- Function as a cornerstone of democracy based on free and equal access to information; and
- Rely primarily on public funds for support in order to ensure continued public ownership.

The San Bernardino County Library has a commendable record of striving to provide a good level of library service within extremely limited resources. In the years ahead this record must be improved upon, and it can be if the necessary support and financial resources for a responsive level of service to an urban population are provided.

The future belongs to those who plan for it!

## HISTORY AND BACKGROUND

The San Bernardino County Library was established by resolution of the Board of Supervisors on July 14, 1913. In September of that year a tax rate of one and one half cents (\$0.015) per \$100 of assessed valuation was established for the County Library.

\*\*Almost 90 years later that tax rate remains essentially unchanged.\*\*

Currently, the Library directly serves a population of approximately 1,100,000 in 18 cities and all unincorporated areas through 29 facilities and 3 bookmobiles. Although residents of Colton, Ontario, Rancho Cucamonga, Redlands, San Bernardino and Upland are served by city-operated libraries, many residents of these areas also frequent nearby County Library branches as well.

In every operational sense the Library operates as a County Department despite its distinct legal and financial status. The Library receives its primary financial support through a special revenue fund (and by some definitions is considered a dependent special district) with a dedicated property tax rate that is distinct from the general County property tax rate and with the Board of Supervisors serving as the governing body. Unlike Cities, Counties, Special Districts and other special revenue funded entities, the Library receives no significant discretionary revenues from any other sources. Also, the Library receives no adjustments of any kind to cover annual inflationary factors. (State aid has increased somewhat during the past few years, but is subject to wide annual fluctuations and is projected to actually decrease in the coming year.) Further, the County Library has no legal authority to raise additional revenues independently. Therefore, the Library's ability to operate and, by extension, to provide capital funds for remodeling, leasing or building new facilities is limited by the amount of property tax revenues received in any given year.

#### **THE 1980s AND EARLY 1990s**

Proposition 13 significantly impacted the County Library. Besides losing property tax revenue on a permanent basis, the County Library (through the Board of Supervisors) also lost the flexibility to increase the property tax rate. Following the passage of Proposition 13, the State Legislature created the Special District Augmentation Fund. A percentage of each entity's annual tax base was allocated to the fund, which was set up in each County under the control of the Board of Supervisors. The funds were then reallocated annually to the various districts, based on the Board's determination of need. Any given district's funding was subject to annual changes based on the Board's priorities for the year. As San Bernardino County's population grew, the County Library's annual property taxes gradually increased and so did the Library's contribution to the Augmentation Fund. In the last year of the program's existence the Library contributed \$3,719,672 to the fund, but received only \$925,249; a return of only 24%. There were 25 other special revenue fund libraries within the state. A significant number of those libraries received most or all of their original contribution, with 8 county libraries receiving

more than their contribution. While the reallocation of San Bernardino County Library contributed funds to other districts within the County met an important need, the loss of those funds prevented the County Library from addressing its own capital needs.

#### PROPERTY TAX RATE REDUCTION

As a result of State legislation, the Special District Augmentation Fund was eliminated in 1994 and the County Library's property tax rate was permanently reduced by 40% (reduced from \$0.024 to approximately \$0.015). Since the County Library receives 85% of its funding from property taxes, this action significantly lowered not only the Library's ability to provide services, but also its ability to allocate funds for capital projects. Since 1994 the Library's property tax revenues have increased by an average of only \$179,000, or 3%, per year. In every year since 1994 the Library's annual increase in expenditures has exceeded its annual property tax revenue growth. As a result, not only were facility maintenance and capital improvements deferred, but services also had to be reduced in order to balance the budget. The recently adopted 2002 budget exemplifies this fact. It is estimated that total expenditures (including such factors beyond the Library's control as MOU and utility increases) are expected to exceed property tax increases, resulting in reduced expenditures in both the book budget and equipment purchases. On average the County Library's annual personnel costs alone have significantly outpaced property tax increases, thereby impacting the Library's ability to maintain services, let alone acquire additional space. (In 1999 the Board of Supervisors approved a special \$300,000 annual augmentation, which must be used exclusively for additional staff in order to expand the service hours in branch libraries.) This special augmentation notwithstanding, the Library, unlike other agencies within the County, does not receive any general fund support for other mandated increases in its budget.

#### **POPULATION GROWTH**

Just as the Library has been squeezed on one side by revenue reductions, so too has it been squeezed on the other side by significant growth in its service population. Since 1994 the service population has increased by 134,000, an average of 19,000 per year. Based on these numbers, the Library should have been adding the equivalent of one additional facility of approximately 8,000 square feet annually. Projected population figures indicate that the Library service population will grow by more than 807,000 in the next twenty years!

#### OTHER FINANCIAL FACTORS

Historically, all funds for new or expanded library facilities, whether built or leased, have been charged to the Library's budget. Thus, if the County Library considers establishing a new branch (or expanding/remodeling an existing facility) it must take into account not only the impact of operational costs, but also the facility costs as well. Every dollar allocated to rent or debt service is a potential dollar taken away from services (2001 rent/facility costs totaled \$535,000).

For many other library systems capital improvement projects are included in the larger jurisdictional Capital Improvement or Renovation budgets. This is not the case for the San Bernardino County Library. For example, both the Kern County and the San Diego County library systems have capital projects allocated as part of their respective County's capital improvement projects, and these costs are not charged to the Library budget (nor is debt service charged to the Library operational budget). Other County systems, such as Los Angeles, Orange and Riverside, have enacted mitigation measures (developer impact fees) for facility improvements. Four cities served by the San Bernardino County Library system, Chino Hills, Fontana, Highland and Rialto, have recently enacted developer impact fees which may be utilized for library facility improvements.

#### **COMPARATIVE DATA**

For many years San Bernardino County Library has had the dubious distinction of vying for the lowest per capita funding in the United States for a library system of its size (i.e., population served). Table 1.1 was developed from data published in the 2000 edition of the *Public Library Data Service Statistical Report*, an annual publication of the Public Library Association.<sup>1</sup>

The Public Library Association (PLA) is a division of the larger American Library Association (ALA), with headquarters in Chicago.

Table 1.1 1998 - 1999
Per Capita support of 28 Public Libraries in the United States serving populations in excess of 750,000

Library	Per Capita Support	Ranking
The Public Library of Cincinnati & Hamilton County (OH)	\$56.67	1
King County (WA) Library System	\$41.28	2
Montgomery County (MD) Dept. of Public Libraries	\$36.79	3
Queens Borough (NY) Public Library	\$36.64	4
Atlanta-Fulton County (GA) Public Library	\$34.74	5
New York (NY) Public Library	\$31.60	6
Buffalo & Erie County (NY) Public Library	\$30.93	7
Brooklyn (NY) Public Library	\$30.69	8
Fairfax County (VA) Public Library	\$30.55	9
Chicago (IL) Public Library	\$28.75	10
Detroit (MI) Public Library	\$28.29	11
The Free Library of Philadelphia (PA)	\$27.30	12
St. Louis (MO) Library District	\$27.20	13
Broward County (FL) Libraries Division	\$25.33	14
Las Vegas-Clark County (NV) Library	\$24.20	15
Orange County (FL) Library System	\$21.64	16
Dallas (TX) Public Library	\$21.41	17
Houston (TX) Public Library	\$19.59	18
Tampa-Hillsborough County (FL) Public Library	\$18.72	19
Tucson-Pima (AZ) Public Library	\$18.58	20
Hawaii State Public Library System (HI)	\$18.23	21
Memphis/Shelby County (TN) Public Library	\$17.83	22
Miami-Dade (FL) Public Library System	\$17.61	23
Phoenix (AZ) Public Library	\$16.81	24
Carnegie Library of Pittsburgh (PA)	\$16.13	25
San Antonio (TX) Public Library	\$11.78	26
Harris County (TX) Public Library	\$9.98	27
San Bernardino County Library	\$8.72	28
Average of 28 Libraries	\$25.52	

The national comparison illustrates how San Bernardino County Library ranks in relation to other large library systems throughout the Country, exclusive of other California County library systems. The next table is a comparison of large County systems within California.

#### SAN BERNARDINO COUNTY LIBRARY FACILITIES STUDY

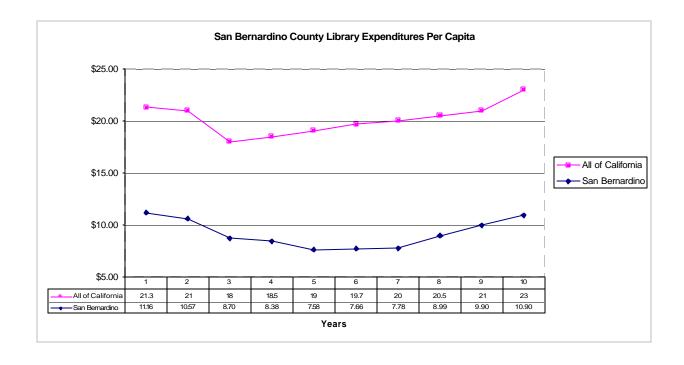
Comparisons with other County Libraries - State Data - Preliminary 1999-2000

**Financials** 

Library	Population Served	Number of Facilities	Operating Expenditures	Rank	Expenditures Per Capita
			1		•
San Francisco City-County	790,500	29	\$20,577,911	1	\$26.03
Fresno County	775,200	28	\$17,087,510	2	\$22.04
Sacramento City-County	1,129,600	26	\$22,758,772	3	\$20.14
Los Angeles County	3,456,000	84	\$68,923,421	4	\$19.94
Orange County	1,342,700	28	\$26,428,320	5	\$19.68
Contra Costa County	822,600	26	\$15,802,475	6	\$19.21
San Diego County	987,313	34	\$17,270,851	7	\$17.49
Kern County	658,400	28	\$7,245,167	8	\$11.00
San Bernardino County	1,019,000	30	\$10,091,656	9	\$9.90
Riverside County	710,800	25	\$6,980,794	10	\$9.82
Average of 10 Libraries	1,169,211	35	\$21,316,687		\$14.92

The average expenditure for all 178 library jurisdictions in California 1999-2000 was approximately \$23 per capita. By contrast, the San Bernardino County per capita expenditure was \$9.90, or 52% less than the State average. Historically, San Bernardino County has spent considerably less on library service that the State average. Property tax shifts have only exacerbated the Library's financial situation.

The chart below compares San Bernardino County Library expenditures with State averages for the past ten years.



It should be noted that these tables represent only a snapshot in time. Some library systems have seen their revenues increase significantly in the past two years, partially as an offset to property tax shifts. For example, Fresno County approved a sales tax increase in April 1999 that resulted in an \$8,610,904 increase in the Library budget for FY 2000. In October 1999, through State legislation, San Diego County permanently increased the County Library tax rate, which will result in a \$3,000,000 increase in revenue annually.

As an addendum, it must also be noted that expenditures listed by jurisdiction do not always clearly indicate County services or funding provided to a library system. For example, the Kern County Library's facility and grounds maintenance, as well as utility costs, are provided by the County at no charge to the Library System.

Because the San Bernardino County Library is required to absorb the cost of increasing library space, through purchase or lease, the ability to add public library space is severely impacted. The Hesperia Branch Library, as one example, currently serves 63,000 people in an extremely undersized 4,800 square foot facility. There are a number of suitable facilities within the City of Hesperia that could be converted to library space. However, the utilization of existing operational funds to lease space would require a reduction of expenditures in other areas of the library's budget, resulting in a reduction of services.

#### HISTORICAL AND RECENT LOCAL DEVELOPMENTS

During the past 16 years the County Library has been able to address the space need in only 8 of its service areas. As the list below indicates, each of these projects resulted in very small improvements.

- 25 1985 establishment of a new facility in the Grand Terrace Civic Center (3,500 sq. ft.)
- ≥ 1988 a new facility was built in Lucerne Valley (2,925 sq. ft.)
- ≥ 1989 a new facility was established in Loma Linda's city complex (6,081 sq. ft)
- 1990 the Apple Valley Branch moved into a 10,000 sq. ft. leased building
- 1993 establishment of a facility in the complex of the newly formed City of Chino Hills (7,200 sq. ft.)
- 1995 a building in Big Bear was purchased and remodeled for use as a library (building size is 13,780 sq. ft.; the library utilizes 9,543 sq. ft.)
- 1997 a 1,200 sq. ft. addition to the facility in Chino
- ≤ 1999 a 1,500 sq. ft. addition to the facility in Chino Hills

The size of the above projects was not determined based on need, assessment, or population growth, but was rather based on the limited financial resources available.

Despite the projects listed above, all of the affected facilities are now of insufficient size to serve the current population, let alone future growth. Even the new 19,000 square-foot library

in Apple Valley, which will be completed in late spring of 2002, will be unable to accommodate the projected population in 2020. Again, the size of this facility was dictated by the resources available and was not the result of an assessment based on need.

It must be noted that all of the above projects have impacted less than one-third of the total number of County Library facilities.

The lack of funding has required the Library to be creative in its search for ways to expand library space.

- In February 2000, 5,500 square feet of part-time space was added as a result of a joint-use agreement with the Fontana Unified School District to utilize the new Kaiser High School Library as a County facility after school, evenings and Saturdays. In this win-win agreement, the student population benefits from the use of County Library resources while the free use of the facility provides the Library with one cost-effective solution for its space needs.
- The Library has met with representatives of the Victorville Union High School and the Serrano High School (Snowline School District) to discuss potential joint-usage libraries based on the Kaiser High School agreement.
- Planning is underway for a new 10,000+ square foot library for the Bloomington community. The facility will be located south of I-10, adjacent to a middle school and new housing development. Funding is dependent on successful application for a Proposition 10 (State Library Bond Act) grant. The required one-third local match requirement is expected to be met by County-owned land and funds which have already been committed to the project.
- Planning for a new facility in Highland is in the preliminary stages. Depending on the funding available, the facility is expected to be 30,000 square feet and will contain an environmental learning center. The City of Highland has received a \$2 million dollar federal grant to build the environmental center. It is anticipated that the federal funds, along with some local funding, will satisfy the one-third required match for a State Library Bond grant.
- The Library is working with the City of Fontana to develop plans for a 100,000 square foot facility. The city envisions the library as the capstone of the redevelopment of its Civic Center. The facility will feature a Homework Center, Career Center, Literacy Center, Computer Lab, bookstore and possibly a café. Architects for the project are designing a building that will create a feeling of community pride.
- During the past year the Library has also discussed future library needs with the cities of Adelanto, Chino, Chino Hills and Grand Terrace, along with the communities of Mentone and Running Springs.

In Barstow, planning for a new 29,000 square foot joint-usage library with the Barstow Community College District was discontinued due to public opposition of relocating the public library.

#### FINANCIAL SUMMARY AND RECOMMENDATIONS

San Bernardino County Library has clearly been functioning for many years within a financial straitjacket. The Library's primary source of revenue, property taxes, has not even kept up with the annual growth in the Library budget and certainly cannot be looked to as a source of funding for capital improvements. If the Library is going to be successful in meeting the public's increasing demands for service, additional sources of funding must be implemented.

As a County Department, the Library must receive the same considerations as any other County Department.

- The Library's annual revenue projections should be compared to expenditure projections, and any shortfalls should be addressed to maintain service levels.
- Funds should be made available to cover any imposed mid-year adjustments, such as new County mandated programs or salary adjustments.
- Requests for new programs, or expansion of existing programs, should be examined within the context of requests made by other County Departments. Determination of funding should be made on the merits of the request, not solely on the ability of the Library to provide its own funding.
- The Library budget should not be required to bear the full burden of covering annual inflationary adjustments. This practice prevents the Library from maintaining current service levels.
- The Library's requests for facility improvements or additional space should be considered within the context of similar requests by other County Departments, and funding should be provided for approved projects.

## **COMPARISONS WITH LIBRARIES - NATIONWIDE**

The consultants undertook a study to compare the San Bernardino County Library to 27 other large public library systems (in terms of population served) throughout the United States. Data for the study was obtained from the 2000 edition of the *Public Library Data Service Statistical Report*, an annual publication of the Public Library Association (a division of the American Library Association).

The study compared data from the selected library systems in three areas:

- Facilities
- Collection Size and Usage
- Financial Information

The appendices contain a series of spreadsheets that provide additional information on each of the 28 library systems.

#### **FACILITIES**

Encompassing more than 20,000 square miles, San Bernardino is the largest county in the lower 48 States. Ranking second in the study group is the Tucson-Pima (AZ) Public Library, with a service area of only 9,240 square miles. The average service area size of the study group is 2,187 square miles. The average number of square miles served per facility is 62.5. By contrast, San Bernardino County has one facility for every 714 square miles (a rank of 28th).

The total number of branch libraries in each system in the study ranges from the New York Public Library, with 86, to Orange County (Florida) and Phoenix (Arizona), with 13 each. The average number of facilities in the study group is 35. San Bernardino County, with its 28 branches, ranks 15th in this category.

The average amount of square footage of library space per system is 613,009. Chicago Public Library, with more than 1.6 million square feet, ranks first in this category. Again, San Bernardino County ranks last, with a total of only 196,121 square feet of library space.

The average number of square feet of library space per capita in the study is 0.46. The Public Library of Cincinnati & Hamilton County, Ohio, ranks first with 1.03 square feet per capita. San Bernardino County Library also ranks last in this category (tied with Harris County, Texas) with only 0.19 square feet per capita of library space.

#### COLLECTION SIZE AND USAGE

People come to public libraries for many reasons. Chief among these reasons for the majority of patrons is to use the collections of library materials. That is, to borrow a book, a video-cassette, a book-on-tape, etc., or to use the materials within the library for reference and research purposes.

In terms of total collection size the New York Public Library, with more than 10 million items, is the largest. The average collection size for the study group is just over 4 million. San Bernardino County, with its 1,222,490 items, ranks 27th. On a per capita basis, the Public Library of Cincinnati & Hamilton County, Ohio, ranks first with 11.34 items. The per capita average is 3.01. Again, San Bernardino County comes in dead last with a collection size of only 1.20 items per capita.

With regard to usage, the picture in San Bernardino County is not much better than in the comparisons previously cited. With a total circulation of only 2.76 million, San Bernardino County ranks 25th in this category. Likewise, on a per capita basis it also ranks 25th.

#### FINANCIAL INFORMATION

The figures listed below are the averages of the 28 library systems for each category, followed by San Bernardino County's totals and rank:

Ø	Total Operating Expenditures	\$3	3,884,760	
	San Bernardino County	\$	8,895,312	(Rank = 28th)
Ø	Materials Expenditures		4,954,405	
	San Bernardino County	\$	1,210,000	(Rank = 28th)
Ø	Expenditures per facility	\$	990,395	
742	San Bernardino County	\$	317,690	(Rank = 28th)
Ø	Materials Expenditures Per Facility	\$	141,554	
<b>Æ</b> )	San Bernardino County	\$	43,214	(Rank = 27th)
Ø	Expenditures Per Capita	\$	25.52	
	San Bernardino County	\$	8.72	(Rank = 28th)
Ø	Materials Expenditures Per Capita	\$	3.73	
	San Bernardino County	\$	1.19	(Rank = 28th)
		+	>	(======

Thus, in every measurable category in this area, save one, San Bernardino County ranks last.

#### CONCLUSIONS

A ranking at the bottom, or near bottom, in the various measurable categories suggests that the residents of San Bernardino County are either (1) being severely shortchanged in terms of quality library service, or (2) do not care about library services.

Based upon the focus groups the consultants conducted during the course of this study, as well as the web survey, we do not believe it is the latter. Of course, there are residents who truly do not care about public library service. But that is true in every community. Not every New Yorker, or every resident of Cincinnati and Hamilton County Ohio, desires quality library service. But, we do believe that in those locales - as in all locales - there are persons who recognize and believe that the quality of life of the community (or county) is most assuredly influenced - in a positive manner - by the quality of the public library service that is available.

With an operational budget of less than \$10.00 per capita<sup>1</sup> and the costs of a new hard cover book being in excess of \$60.00<sup>2</sup> it is not difficult to understand the last place position of the San Bernardino County Library in most of the comparisons.

Money - or more money - is not necessarily the total answer. However, the observation of the consultants has been that the staff of the County Library is certainly doing all that it can - with extremely limited resources - to provide good library service. It is simply not possible to make any meaningful improvement without a major infusion of additional funds - funds for larger facilities - funds for more collections of library materials - funds for more information technology - funds for more staff (and better paid staff) - funds for marketing - the list can go on and on.

This is a study of the facility needs of San Bernardino County. Nonetheless, the consultants would be less than forthcoming if we did not point out these serious shortcomings in the financial health of the San Bernardino County Library and how the shortcomings influence usage - which is what public library service is about - people serving people!

Inasmuch as the data used is two years old we recognize the budget has increased - but so it has for (we are confident) all of the other libraries used in the comparisons.

According to the 46th edition of *The Bowker Annual Library and Book Trade Almanac*, c2001, the average price of all categories of hardback books published in the United States in 2000 was \$60.80.

### **COMPARISONS WITH LIBRARIES - STATEWIDE**

The consultants also conducted a study comparing San Bernardino County Library to the other eight largest county library systems in the state of California. Data used for the study was obtained from the 2001 edition of *California Library Statistics*, an annual publication of the California State Library. Because the California compilation does not include data pertaining to the square footage of facilities the consultants utilized the *Public Library Data Service Statistical Report* for that portion of the statewide comparisons.

The libraries included in the study are (in descending order per population served):

Ø	Los Angeles County	3,456,000;
Ø	Orange County	1,342,700;
Ø	Sacramento City-County	1,129,600;
Ø	San Bernardino County	1,019,900;
Ø	San Diego County	987,300;
Ø	Contra Costa County	822,600;
Ø	Fresno County	775,200;
Ø	Riverside County	710,800;
Ø	Kern County	648,400

As with the nationwide study the consultants compared data from the selected library systems in three areas:

- Facilities
- Financial Information

See the appendices for additional information for each of the nine library systems.

#### **FACILITIES**

As previously stated, with more than 20,000 square miles San Bernardino is the largest county in the lower 48 States. The next largest library system in California is Kern County, with a service area of 8,073 square miles. The average service area size of this study group is 5,451 square miles. The average number of square miles served per facility is 159. Using data from California Library Statistics (which includes both the administration building and bookmobile as service facilities in addition to the 28 branches) San Bernardino County has one facility for every 667 square miles, ranking it last.

The average number of service facilities per library system in this study is 35. San Bernardino County, with its 30 facilities, ranks fourth.

The average amount of square feet per library system is 352,617. Los Angeles County, with over 951,000 SF, and Sacramento City-County, with 328,000, rank first and second respectively. San Bernardino County ranks seventh in this category.

The average number of square feet of library space per capita in this study is 0.29. Kern County, with a figure of 0.42, ranks first. Again, in this category San Bernardino County ranks seventh.

#### **COLLECTION SIZE AND USAGE**

The average collection size of the nine library systems is 1,962,331 and the per capita average is 1.62. As expected, the Los Angeles County Library has the largest total collection of library materials with just over seven million items, or 2.04 per capita (both ranked first in the state). Orange County, with 2.6 million items and 1.94 per capita, ranks second in both categories. San Bernardino County's total collection ranks sixth, and its per capita ratio ranks seventh.

Accordingly, San Bernardino County's total circulation of 2.76 million ranks sixth, and its per capita circulation of 2.72 ranks seventh. The average total circulation for the nine library systems is 4.41 million and the average per capita figure is 3.65.

#### FINANCIAL INFORMATION

The figures listed below are the averages of the nine library systems in each category, followed by San Bernardino County's totals:

<b>Z</b>	Total Operating Expenditures San Bernardino County	19,905,253 10,091,656	
Ø	Materials Expenditures	\$ 2,665,185	
	San Bernardino County	\$ 1,406,900	
Ø	Expenditures Per Facility	\$ 532,520	
	San Bernardino County	\$ 336,389	(Rank = 7th)
	(Kern County was lowest with \$ 263,262. In maintenance, janitorial, grounds and utilities.)	•	• • •
Ø.	Materials Expenditures Per Facility	\$ 74,085	
	San Bernardino County	\$ 46,897	
Ø	Expenditures Per Capita	\$ 14.68	
	San Bernardino County	\$ 9.90	(Rank = 9th)
<b>E</b>	Materials expenditures per capita	\$ 2.05	
	San Bernardino County	\$ 1.38	(Rank = 7th)

#### **CONCLUSIONS**

The statewide comparisons are indeed a good news/bad news scenario. The good news is that the financial health of the San Bernardino County Library is improving when comparing the national data with the state data (the state data is more recent than the national).

The bad news is that the State of California, with few exceptions, does not have a significant number of well-funded public libraries - at least in comparisons with most of the rest of the country. So, higher rankings in California does not translate into a significantly improved level of library services. There is room for much improvement over the next several years.

## POPULATION PROJECTIONS

The San Bernardino County Library's service area population is now estimated to be 1,058,637. The service area population has been computed by taking the total county population as reported in the 2000 United States Census and subtracting the total population for the six cities within the County that have independent public libraries; Colton, Ontario, Rancho Cucamonga, Redlands, San Bernardino and Upland.

Growth projections for the years 2000 to 2020 were made by the consultants based upon two factors; the projected growth for 2010 as provided in The Inland Empire Abstract 2000, 5th edition, and the 2020 total County population as provided by the California Department of Finance. There were no individual City projections for the years 2010-2020. Therefore, the consultants assumed the same rate of growth between 2010 and 2020 as the projected growth between 2000 and 2010. While we know that the projections of community and city populations will probably be different from what actually occurs both from 2000-2010 and from 2010-2020, these projections, at least, will be a starting point for each community to further refine the population estimates.

The estimated population growth will influence the size of the library facility, but so too will many other variables, including the services each community deems important to its Library. Therefore, it is important to analyze all factors when planning begins for specific building projects. The Library Bond Act application requests population growth for a given community from 1980 to 2000 and from 2000 to 2020 and requires documentation for those projections. Therefore, utilizing the U.S. Census, the Department of Finance and the Inland Empire Abstract as cited sources to which a City or community could adjust due to their general plans, spheres of influence, or surrounding unincorporated areas, would be logical. It is anticipated that those communities submitting Bond Act Grant applications (or planning for new library facilities) will carefully review their projected population and may in fact change those projections due to the factors cited above as well as considerations not available to the consultants.

The California Department of Finance does predict the 2020 population for the County to be 2,747,213 which would mean a County Library service area population of 1,866,146. This increase of 807,509 is a 76% growth rate in population. If that growth actually occurs at the projected rate and where that growth occurs will be dependent on too many factors to list here, but it appears certain that there will be considerably more people living in the County and the service area of the County Library in the years ahead.

A table detailing the 2010 and 2020 estimates follows on the next page. Then a second table containing one-year projections from the California State Department of finance is provided.

Table 5.1 San Bernardino County Population Projections - 2010 and 2020

Conmmunity	2000 census	20	10 projecte	d	Growth	% change	Projected %	2020 Projected	
- <del> </del>	population		population		2000 - 2010	2000 - 2010	change 2010 - 2020	population	Т
		П							T
San Bernardino County	1,709,434	Α	2,187,807	С	478,373	27.984%	25.569%	2,747,213	С
		1	-1:-: ()						Ť
Adelanto city	18130	Α	25,000	D	6,870	37.893%	37.893%	34,473	E
Apple Valley town	54,239		70,000		15,761	29.058%	29.058%		E
Barstow city	21,119			D	3,881	18.377%	18.377%		
Big Bear Lake city	5,438			D	2,562	47.113%	47.113%	11,769	
Bear Valley	11,770		13,648	Ē	1,878	15.956%	15.956%		Ē
Bloomington	21,086		26,948	Ē	5,862	27.800%	27.800%	34,439	
Chino city	67,168	Δ		D	4,832	7.194%	7.194%	77,180	늗
Chino Hills city	66,787	A	70,000	D	3,213	4.811%	4.811%		
Crestline	10,603		12,607	E	2,004	18.900%	18.900%	14,990	
Fontana city	128,929		166,855	b	37,926	29.416%	29.416%	215,937	E
Grand Terrace city			18,000	b		54.825%	54.825%		E
	11,626 62,582			b	6,374	19.843%	19.843%	27,869	
Hesperia city			75,000		12,418			89,882	E
Highland city	44,605		63,834	D	19,229	43.110%	43.110%	91,353	
Joshua Tree	8,091		8,738	E	647	7.997%	7.930%	9,437	E
Lake Arrowhead	12,802		17,449	E	4,647	36.299%	36.330%		
Loma Linda city	18,681		26,939	D	8,258	44.205%	44.205%		E
Lucerne Valley cdp	8,916	A	11,412	E	2,496	27.995%	25.000%		
Mentone cdp	7,803		10,729	Е	2,926	37.500%	37.500%	14,753	
Montclair city	33,049		39,461	D	6,412	19.401%	19.401%	47,117	E
Needles city	4,830		7,500	D	2,670	55.280%	55.280%	11,646	
Phelan/Pinon Hills	17,153		28,334	Е	11,181	65.184%	15.999%		
Rialto city	91,873		95,000	D	3,127	3.404%	3.404%	98,234	E
Running Springs	6,026		7,364	Е	1,338	22.204%	22.170%	8,999	E
Trona cdp	3,600		4,000	Е	400	11.111%	11.111%		
Twentynine Palms city	14,764		19,720	D	4,956	33.568%	33.568%		Е
Victorville city	64,029	Α	98,430	D	34,401	53.727%	52.727%	150,303	
Wrightwood	4,081		4,734	Е	653	15.990%	15.990%	5,490	E
Yucaipa city	41,207	Α	50,000	D	8,793	21.339%	21.339%	60,670	E
Yucca Valley town	16,885	Α	27,788	D	10,903	64.572%	64.572%	45,731	E
			/s		-2.8-2.87.2	W	6		
Community Totals	877,872	П	1,104,490		226,618	25.814%	26.888%	1,399,225	Г
									Г
Balance in County	831,562	П	1,110,535		278,973	33.548%	24.289%	1,347,988	Г
				St 3		4	V		Г
Independent Libraries (F)	650,797	Α	755,205		104,408	16.043%	16.666%	881,067	E
***			0 30 3						F
Balance Served by County	180,765	Н	355,330		174,565	96.570%	40.491%	466,921	$\vdash$
Danamer Comes Dy County	100,100	Н	000,000		11.1,000	00.01070	10.10170	100,021	$\vdash$
County Service Area	-	Н							$\vdash$
Population	1,058,637	Н	1,459,820		401,183	37.896%	30.262%	1,866,146	$\vdash$
	. 1000,000	Н	1,100,020	07	,,,,,,,	27.00070	30.20270	1,000,140	$\vdash$
2.	18	Н	77	S 3	j.	<i>3</i>	V	-	$\vdash$
A) 2000 Census from Ameri	L can Fact Finder	$\vdash$	A .				4		$\vdash$
			nicae Dont			Ø.	10		$\vdash$
B) 2000 Census from S.B County Land Use Services Dept									$\vdash$
C) California Department of Finance D) Cummings, Stephen D. The Inland Empire Abstract 2000, 5th Edition July 2000									
				υ, : 	otri Ealtion Ju	iy ZUUU			$\vdash$
E) Providence Associates b				2000	D. " . '	C D "			$\vdash$
F) Independent Libraries are	Coiton, Untario	, K	ancho Cucar	nor	iga, Redlands	, San Bernardir	io (City), and Upland		

**Table 5.2 City/County Population Estimates with Annual Percent Change** 

	JAN 2000	JAN 2001	Percentage Change 1.8	
CALIFORNIA	34,207,000	34,818,000		
San Bernardino	1,726,800	1,764,300	2.2	
Adelanto	18,500	18,600	0.5	
Apple Valley	54,500	56,000	2.8	
Barstow	21,400	21,550	0.7	
Big Bear Lake	5,450	5,625	3.2	
Chino	68,000	68,800	1.2	
Chino Hills	67,100	69,200	3.1	
Colton	48,450	49,050	1.2	
Fontana	129,800	135,100	4.1	
Grand Terrace	11,750	11,850	0.9	
Hesperia	63,000	64,200	1.9	
Highland	45,200	45,600	0.9	
Loma Linda	18,800	19,400	3.2	
Montclair	33,500	34,050	1.6	
Needles	4,870	4,960	1.8	
Ontario	160,600	162,300	1.1	
Rancho Cucamonga	128,100	132,700	3.6	
Redlands	64,100	65,300	1.9	
Rialto	93,400	94,700	1.4	
San Bernardino	188,300	190,200	1.0	
Twentynine Palms	14,900	25,850	73.5	
Upland	68,900	70,100	1.7	
Victorville	64,500	67,600	4.8	
Yucaipa	41,500	42,250	1.8	
Yucca Valley	16,950	17,200	1.5	
Unincorporated	295,300	292,200	-1.0	
		Source:		
		California State Depart	ment of Finance	
		Demographic Research Unit		

## RECOMMENDATIONS

There are now 29 buildings and two bookmobiles that comprise the San Bernardino County Library system. 28 of the buildings are branch libraries located throughout the vast county. The 29th is the Administration building in San Bernardino.

Bookmobile service operates from the Administration building and the Needles Library in the extreme eastern portion of the County.

#### **EXISTING CONDITIONS**

The consultants visited every one of the 29 facilities. At each facility an inventory of the building was taken, and an assessment of the facility in terms of structure, exterior conditions, etc. was undertaken. Staff was interviewed and focus groups were held in each community, except at the Administration building.

At the present time the 28 branch libraries have a combined 177,925 square feet (SF) of space -- 0.21 SF per person residing in the Library's service area. If the 18,196 SF Administration building is added to the total, the SF per capita increases to 0.23. For many years the generally accepted minimum amount of space for just adequate service was 0.60 SF per capita.

The largest of the 28 branch libraries is in Montclair, with a total of 14,101 SF of space. The smallest is the tiny 789 SF building in Running Springs.

The buildings are all -- with few exceptions -- quite old. The average age is 25.46 years. And that is probably a low figure inasmuch as the actual age of some of the buildings that are now leased for library service is unknown. In all probability the average age exceeds 30.

The Kaiser Library, located in a high school in the Southridge section of Fontana, is the newest library in the system, having been built and opened in 1999. Only two others have been added in the past 10 years -- Big Bear Lake (opened in 1994, age of building unknown) and Chino Hills (a prefabricated facility built by the City of Chino Hills in 1992). The two oldest buildings were both built in the late 1950s -- Running Springs in 1958 and Twentynine Palms a year later.

There has been some remodeling of existing libraries the past few years. The remodeling work has been "squeezed" from the operating budget. Those buildings do look better than they did prior to the work being done -- but they are no larger and have some of the same shortcomings, such as inadequate power sources.

Buildings that are 20 to 30 years old or more are likely to have problems. The following were noted in building after building:

- Inadequate exterior lighting
- Doors that are difficult to lock and open
- Zerpet and ceiling tiles that are stained and worn
- Rodent infestation
- Roof leaks
- Poor or nonexistent ventilation in rest rooms
- No fire suppression systems (or in many instances no smoke or fire alarms)
- Temperature fluctuations, especially during the hottest and coldest months
- Poor lighting in some parts of the building
- Many rest rooms not in compliance with the Americans with Disabilities Act
- Ø Old, worn, and very unattractive furniture and equipment

In addition -- and noticeable in every instance -- the buildings are much too small. That is, they are not large enough to adequately accommodate the collections of materials, spaces for staff, and users who come to the libraries.

In summary, the facilities of the San Bernardino County Library system are among the worst the consultant team has ever encountered.

This is not an indictment of the staff of the Library. Everyone we spoke to, and all that we observed, indicated a staff that is service-oriented, stretches the dollar as far as it can go, and are very creative in "making do." In the opinion and experience of the consultants, "making do" will not result in quality service being delivered to residents, regardless of the efforts made by staff.

It is time -- long past due -- for a major capital improvement program to bring the facilities of the County Library to a level where the quality of the service that the staff is trying to provide can be offered. Hand in glove with the capital improvements will be the need for staff increases, more funds for library materials, more information technology, and consistent maintenance.

A summary of the existing conditions follows on the next page.

**Table 6.1 Summary of Existing Conditions** 

Library	Size	SF			Collections			Spaces Per		Stall FIE	
1	Square Feet	Per Capita	or Opened	Facility		Per Capita	Spaces	Collections	Seating *		Per Capit
		2				- 8			- 1		3
County Population			<u> </u>	2 S							0
Less Independent Libraries											
County Service Area								-			
Adelanto	2,280	0.13	1971	30	24,099	1.93	22	1,095	0	3.175	5,710
Apple Valley	10,200	0,19	1963	38	70,215	1.29	77	912	70	10.1375	5,350
Barstow	8,534	0.40	1974	27	57,077	2.70	63	906	0	6.66	3,170
Big Bear Lake	9,543	0.55	1994#	7	45,263	2.63	54	838	46	4.88	3,530
Bloomington	4,000	0.19	1966	35	21,820	1.09	47	464	0	2,25	9,372
Chino	10,800	0.16	1972	29	63,889	0.95	91	702	40	9.30	7,222
Chino Hills	B,700	0.13	1992	9	61,263	0.92	99	619	37	9.7875	6,824
Crestline	3,149	0.30	1963	38	20,138	1.90	20	1,007	0	2.03	5,236
Fontana	13,058	0.10	1963	38	B3,861	0.65	94	892	17	11,3125	11,397
Grand Terrace	3,500	0.30	1985	16	33,124	2.85	42	789	0	3,04	3,827
Hesperia	4,860	0.08	1988	13	56,138	0.90	36	1,559	35	7,450	8,400
Highland	10,000	0.22	1975	26	70,208	1.57	72	975	24	10.85	4,111
Joshua Tree	2,000	0.25	1983#	18	15,441	1.91	12	1,287	0	1.60	5,057
Kaiser	5,500	1.10	1999	2	18,213	3.24	95	171	0	2.5175	1,986
Lake Arrowhead	5,513	0.43	1971	30	32,066	2.50	41	782	42	5.18	2,474
Loma Linde	6,081	0.33	1989	12	46,267	2.48	36	1,285	40	4.46	4,186
Lucerne Valley	2,925	0,33	1988	13	30,594	3.43	25	1,224	32	3,2375	2,754
Mentone	1,310	0.17	1985	16	16,937	2.17	17	996	0	1.225	6,370
Montclair	14,101	0.43	1963	38	62,910	1.90	45	1,398	156	9.28	3,563
Needles	5,800	1.16	1979	22	25,846	5.35	63	410	0	3.8375	1,929
Rialto	10,000	0.11	1966	35	65,799	0.72	72	914	0	6.70	13,712
Running Springs	789	0,13	1958	43	14,757	2.45	18	820	0	1.4890	4,047
Trona	2,250	0.63	1971	30	18,969	5.27	Z8	677	0	Z-5250	1,426
Twentynine Palms	4,762	0,32	1959	42	38,442	2.80	47	818	40	6.00	2,461
Victorville	7,500	0.12	1971	30	84,891	1.01	62	1,047	0	8.20	7,808
	1,800	0.39	1985#	16	18,422	4.02	10	1,642	0	1.63	2,511
Wrightwood		0.35	1969	32	70,829	1.72	77	920	89	9.16	4,497
Yucaipa	11,318		A 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2			1000000	1,7,100	17500	7010	1500.000	
Yucca Valley	8,252	0.49	1973	28	47,529	2.81	56	849	50	6.29	2,685
Total Branch Libraries	177,925	0.21			1,190,997	1.38	1,421	838	718	153,982	5,622
			8	713	Cumulative	age of 29 lib	aries				2
Kaiser Adjustment **	177,925	S.	Ģ.								
GRAND TOTAL BRANCH			See .	25.46	Average ag	e of 29 facili	ties.	-			3
LIBRARIES	177,925	0.21			-			-			
LIBRANICS	11. No.Fo	VAZ I	i.						-		·
Administration Building	18,196			8		1		0 )			3
Unincorporated Areas			Si		3						
GRAND TOTAL	196,121	0.19			1,190,997	1.13	1,421	838	71B	153.982	6,875
<u> </u>		100 FG									
<ul> <li>Combination of meeting,</li> <li>Combination is also include</li> </ul>			d training roi	oms (for	public only).						
Population is also include # Year that the building wa	75 0 0 15 15 15 15 15 15 15 15 15 15 15 15 15	C (250 50 50 7)									

# LIBRARY USAGE

The following table is a compilation of the basic statistics for FY 2001. These are the traditional counts of circulation, the number of people visiting the library during the year, and the number of people holding library cards. This type of summary is generally used for comparison with previous years to determine whether usage is increasing (and at what rate) or decreasing. What the table does not indicate are the many other important factors that contribute to increasing or decreasing library use in any given service area. Among these are facility size, condition and location. A library that is too small for the area it is supposed to serve tends to become increasingly irrelevant to that community -- and increasingly ignored by that community. A facility that is of adequate size generally includes (or at least has the potential to include) sufficient resources, seating, staff and additional space for library-related services and programs to meet the needs of the community. A facility without adequate parking, proper signage, an inviting interior, and sufficient staff and resources is less likely to be utilized by patrons on a regular basis. Just as important is the location of a library. Many County branch libraries have been in their present location for a long time. Meanwhile, the communities they serve have grown and the center of population has shifted markedly. For those areas in which a new facility has been recommended the consultants hope that strong consideration will be given to relocation sites that are closer to projected population centers.

**Table 6.2 Summary of Comparative Usage Statistics** 

	<del>                                     </del>	Summ	ary of C	`omnarativ	ancel I av	Statistics	
		Summ	ary or C			Otationes	
				Septmeber 2000	) - 2001	1	
						Active Library	
Branch	Population	Circulation	nor conito	Gate Count	nor conito	Card Holders	nor conito
Branch	Population	Circulation	per capita	Gale Count	per capita	Card Holders	per capita
Adelanto	18,130	36,766	2.03	72,068	3.98	3,147	0.17
Apple Valley	54,239	174,833	3.22	170,251	3.14	15,946	0.29
Barstow	21,119	77,692	3.68	91,289	4.32	12,551	0.59
Big Bear Lake	17,208	76,443	4.44	75,636	4.40	8,526	0.50
Bloomington	21,086	44,938	2.13	58,448	2.77	4,867	0.23
Chino	67,168	181,448	2.70	164,585	2.45	24,953	0.37
Chino Hills	66,787	302,175	4.52	212,881	3.19	21,689	0.32
Crestline	10,603	34,670	3.27	34,991	3.30	3,994	0.38
Fontana	128,929	160,886	1.25	210,359	1.63	35,380	0.27
Grand Terrace	11,626	70,274	6.04	67,401	5.80	6,197	0.53
Hesperia	62,582	198,132	3.17	132,835	2.12	22,301	0.36
Highland	44,605	148,452	3.33	157,657	3.53	18,237	0.41
Joshua Tree	8,091	17,901	2.21	20,489	2.53	1,252	0.15
Kaiser	5,000 *	43,007	8.60	31,588	6.32	2,450	0.49
Lake Arrowhead	12,802	83,378	6.51	77,143	6.03	7,793	0.61
Loma Linda	18,681	143,074	7.66	110,853	5.93	10,123	0.54
Lucerne	8,916	40,193	4.51	60,543	6.79	2,961	0.33
Mentone	7,803	38,226	4.90	51,738	6.63	2,432	0.31
Montclair	33,049	86,560	2.62	161,914	4.90	13,094	0.40
Needles	4,830	26,618	5.51	39,722	8.22	2,884	0.60
Rialto	91,873	179,214	1.95	175,207	1.91	31,177	0.34
Running Springs	6,026	33,059	5.49	25,875	4.29	1,630	0.27
Trona	3,600	7,799	2.17	13,293	3.69	949	0.26
29 Palms	14,764	85,476	5.79	72,559	4.91	9,308	0.63
Victorville	64,029	200,375	3.13	151,429	2.37	27,381	0.43
Wrightwood	4,081	22,164	5.43	15,854	3.88	2,418	0.59
Yucaipa	41,207	185,221	4.49	132,008	3.20	18,400	0.45
Yucca Valley	16,885	124,143	7.35	118,342	7.01	10,850	0.64
Unincorporated Areas	197,918						
Grand Total	1,058,637	2,823,117	2.67	2,706,958	2.56	322,890	0.31
*Population included in For	ntana total						

#### **BOOKMOBILE SERVICES**

The unit based at Library Administration operates on alternate Tuesdays, with four stops: Upper Lytle Creek, Phelan, El Mirage and Silver Lakes. Activity on this run is extremely limited; on the July 3 run only 2 patrons, both from Lytle Creek, used the facility; on July 17 there were 2 Lytle Creek and one Silver Lakes patron and on July 31 there were only 3 patrons from Lytle Creek. Total circulation for FY 2001 was only 425 items at a cost of \$13,571.00, or \$31.93 per item circulated.

The Needles unit operates weekly on Wednesdays, with 2 alternate routes that include Nipton, Mountain Pass, Cima, Cadiz and Essex one week and Goffs, Havasu Landing, Big River, River View, Bermuda Palms and River Lodge on the next week. FY 2000/01 circulation was 6,795.

Both units are old; the Administration truck unit is a 1989 with 99,000 miles and the Needles unit is a 1990 with 163,000 miles. Maintenance on both cost approximately \$5,000 per truck per year, plus another \$2,000 per trailer per year, with corresponding down times during which service is interrupted. The Administration unit should be retired due to minimal use, and costs of its operation reallocated to improve branch library services. The Needles unit should be replaced with a new truck and trailer but, at a minimum, a replacement truck will cost an estimated \$30,000.

# PLANNING FOR THE FUTURE

In thinking about the future the consultants believe the following should be considered:

- Needs and wants of the various communities as determined by surveys and public input;
- Formal roles, service priorities, and the appropriate scope of services to be provided the communities in response to the identified needs and wants;
- Sizes of the materials collections and reader and program spaces;
- Circulation and usage patterns for each type of material in each of the different branch library collections;
- Staffing needs of each building and the system as a whole;
- Systems automation and information technologies, and how they must be integrated with building technology;
- ∠ Locations of new facilities; and
- Appropriate size of the facilities (new or renovated and expanded).

# **Needs and Desires of the Community**

A crucial element to determine planning for future library service is to include the community. The County Library, with the assistance of Providence Associates, conducted a Countywide needs assessment to obtain public opinion from all of the library communities. Two standard, reliable methods were used: focus groups and surveys.

Focus groups provided a forum for community members to share their ideas concerning the development of library services in their community. Consultants from Providence Associates conducted 27 focus groups and County Library staff conducted an additional 54. (See the appendices for a summary.) Participants consistently indicated the following:

- Library should be a focal point of the community
- Additional space
- More computers
- Quiet areas to study
- Multipurpose meeting room
- Improved handicapped accessibility
- Additional and comfortable seating
- Better heating and air conditioning systems
- Better lighting, both within the buildings and on the outside
- More public rest rooms
- More parking
- Additional hours of service and additional staffing
- Expanded collections

In addition to the focus groups, four surveys were used:

- General survey for users and non-users
- ≤ Student survey, grades 6 12
- School personnel survey

A primary purpose of sample surveys is to obtain a representative sample of the general population. The survey for library users was randomly distributed in the library during a two-week period from February 25th to March 10th, 2001. Surveys were also distributed at service organization meetings, recreation centers, teen centers and shopping areas to reach the non-users. The margin of error for the results of this survey, based on a sample size of 5460, is +/-5%. Student surveys and school personnel surveys were distributed in the schools with the cooperation of the Unified School Districts. As sample size decreases, the margin of error increases. The number of students surveyed was 2267, so the margin of error rises to +/-11%. The responses to the school personnel survey and the on-line survey were smaller. There were a total of 740 surveys from school personnel and 123 respondents from the on-line survey.

The responses from the surveys underscore the importance of library service and indicate:

- Most users of the library visit their library at least once a week
- The majority of users would like to see more books, more hours of service, and larger buildings
- More computer terminals and more printers for public use are desired
- Most participants believe the public library will still be needed in the future regardless of the advent of technology
- The majority of those responding place the services of the public library at the top of the list of services offered by county government

- The majority of those surveyed believe the services provided by the San Bernardino County Library are "very important"
- Literacy and lifelong learning should be emphasized in libraries

# Roles, Service Priorities, and Services to be Provided, Collections and Seating

No formal role-setting exercise was included as a part of this study. However, based upon the focus groups, the demographics of the service area, the observations of the consultants, and our general experience, we believe the following is appropriate for the San Bernardino County Library:

- **Continued development and refinement of the print-on-paper collections**
- Expanded access to information technology, both within the facilities and remotely
- Expanded programming for all age groups, especially children and young people
- Additional seating for users with a greater variety of seating options

Parking is, of course, not a service in the traditional library use of the word. However, for the general public, parking is of paramount importance.

# **Usage and Staffing Needs**

The consultants believe that County Library usage will increase, provided the operational budget increases to adequately fund needed facility improvements, collection expansion, technology enhancements, and increased staffing to support additional open hours requested through the focus groups. A good example is Lancaster Branch of County of Los Angeles Public Library, California. The Lancaster Branch, with a 2000 population of 119,400, expanded from 18,000 SF to 48,700 SF in 1996 and library usage increased by one third. Circulation increased approximately 10,000 in each month.

As County Library facilities improve and population continues to increase, additional staffing for the branches will need to be addressed as indicated in the Branch narratives and spreadsheets. The County Library should also request a management position for a Library Facilities Manager who would manage the capital improvements, grant applications and fund development.

# **Information and Building Technology**

All future facilities should be planned, designed, and constructed for maximum usage and adaptability for technology. To do otherwise will be a huge mistake, and in all probability render the library buildings -- and the library system -- the relic that some have forecast for public libraries in general.

#### Locations

In the opinion of the library planning consultants, many of the current locations of the branch libraries are, at best, marginal. As future buildings are considered, the Library should select sites based upon these criteria:

- Site Capacity
- Accessibility
- Visibility
- Demographic Patterns
- Neighborhood Compatibility
- Legal Matters
- Utilities Availability
- Physiography

See the appendices for an explanation of the criteria and how they should be used in future planning.

#### Maintenance

The maintenance of branch library facilities is currently not under the supervision of the County Library. Maintenance service is provided either by contracts with the different cities or by County Facilities Maintenance. The consultants recommend that the County Library take over the maintenance of all of its facilities. Adequate, on-going maintenance will help to prevent some of the problems that now exist.

# **Appropriate Size of Facilities**

For several years the generally accepted minimum standard for public library space was 0.6 SF of space for each person in the library's service area. Beginning with the Avenues of Excellence, developed by the Illinois State Library in the 1980s, the space per capita was raised to 0.8. Then, starting about five years ago - as information technology began to be heavily utilized and needed by most public libraries - there was another increase to about 1.0 SF per capita. That is, for every person in a service area there should be one square foot of public library space if that person is to be adequately served.

However, none of these "standards" are standards in the true meaning of the word. There is no accrediting agency that will close, fine, or otherwise sanction any library system if adequate amounts of space are not provided. What does happen - at least in the experience of the library planning consultants - is that persons begin to make less use of a public library as it becomes increasingly crowded.

Currently, San Bernardino County Library has a total of 196,121 SF of space, or 0.23 SF per capita, including the Administration building. Based upon the current service area population of 1,058,637 and a 2021 projection of 1,866,146 the County Library would need to provide the following to meet any of the standards.

Table 6.3 Library Space Per Capita Based Upon Recognized Standards

Year	Population	1.0 SF Standard	0.8 SF Standard	0.6 SF Standard	[Current SBCL $SF = 0.23$ ]
2000	1,058,637	1,058,637	846,910	635,182	[191,261]
2021	1,866,146	1,866,146	1,492,617	1,119,688	

Compared to the various standards the San Bernardino County Library currently has a system-wide shortfall of space of between 443,921 and 867,376 square feet. Unless substantial space is added over the next 10 to 20 years the shortfall could easily grow to one million square feet or more! Without additional space, the library planning consultants forecast a decline in usage and a library system that will become irrelevant for many residents of the service area.

# PLANNED FOR 20 YEARS, BUILT IN 10 YEARS

The consultants propose a major expansion of the branch libraries of the San Bernardino County Library system. The expansion focuses primarily on the replacement of most of the present buildings rather than a series of additional libraries. Only two new branch libraries are recommended.

The consultants also recommend the expansion and renovation of several of the buildings, and renovation only for one branch library facility. The Administration building is also recommended for renovation.

In addition, a bookmobile unit is needed in order to provide a more consistent level and quality of service, and to save ever-increasing repair costs.

The proposed plan has been developed to address the space needs of the County Library for the next 20 years - through the year 2021. However, the projects are all recommended to be completed and open for business no later than 2010/2011. A delay beyond ten years further deprives communities of adequate library facilities, a situation that has developed between 1980 and 2000, during which the County Library did not build or expand facilities to meet the needs of the increased population.

# The Tier Approach

Clearly, every one of the 31 major projects proposed cannot be developed at the same time. Although the entire library system is in critical need of upgrading, some areas are in immediate need of attention. Therefore, some type of priority system needs to be developed. The consultants propose a three-level, or Tier, approach.

Tier 1 projects are considered the highest priority, and should all be completed within the next three to four years. Tier 2 should be completed no later than 2008. Third Tier projects should be completed during the final three years of the 10-year program.

There are nine Tier 1 projects. One of the nine replacement projects, the Apple Valley Library, is now under construction. Three others, the Bloomington Library, the Fontana Library and the Highland Library are currently in the design stage.

Projects recommended for the different tiers are listed below in alphabetical order.

# **Tier 1 - First Priority (2001 - 2005)**

- Adelanto, replacement
- Apple Valley, replacement (under construction)
- Bloomington, replacement (now in design)
- Chino Hills, replacement
- Hesperia, replacement
- Highland, replacement (now in design)
- Running Springs, replacement
- Victorville, renovation and expansion, or replacement

# **Tier 2 - Second Priority (2006 - 2008)**

There are 12 projects in the second Tier, including two all-new buildings. Of the remaining ten, six are replacement facilities, three are renovation and expansion projects, and one is the renovation of the Administration facility.

- Barstow, replacement (in partnership with Barstow College)
- Chino, replacement
- Lake Arrowhead, replacement
- Loma Linda, renovation and expansion, or replacement
- Lucerne Valley, renovation and expansion
- Mentone, replacement
- Northern Fontana or Northern Rialto, all new branch library
- Phelan/Pinon Hills, all new branch library
- Rialto, replacement
- Z Twentynine Palms, replacement
- Yucca Valley, renovation and expansion
- Administration facility, renovation

# **Tier 3 - Third Priority (2009 - 2011)**

The third Tier has nine projects. Four of these are renovation and expansions, four are replacements, and one - Needles - is a renovation-only project. The Kaiser Library, the newest

building in the system, does not need any improvements to the physical plant at this time.

- Big Bear Lake, renovation and expansion
- Crestline, replacement
- Grand Terrace, replacement
- ✓ Joshua Tree, replacement
- Montclair, renovation and minor expansion
- ✓ Needles, renovation
- Z Trona, renovation and expansion
- Wrightwood, renovation and expansion
- Yucaipa, replacement

# **SERVICE IMPROVEMENTS**

When completed over the next 10 years, the program will result in a total of 666,556 SF of space, or 0.36 SF per capita for a service area population estimated to total 1,866,146. Actually, each of the branch libraries will provide at least 0.34 SF per capita for their immediate service area population and the average will be over 0.47 SF per capita. It is the projected population in the unincorporated areas of the County that reduces the overall SF per capita to 0.36. In addition, the SF per capita is larger for the very small communities because there is a certain amount of space and a minimum size collection needed, if any type of quality service is to be provided.

Additional space will not be the only improvement. There will be a substantial increase in the collection of library materials. There will be considerably more reader spaces and program seating. There will be more staff to serve the ever-increasing number of persons living and working in San Bernardino County. Table 6.4 summarizes the service improvements. Table 6.5 summarizes each one of the recommended projects.

**Table 6.4 Summary of Service Improvements** 

Service Improvement	Existing Conditions	Recommended Conditions	Percentage Improvement
Square Feet of Space	196,121	666,556	240
Square Feet Per Capita	0.19	.36	89
Library Collections	1,190,997	2,223,776	87
Reader Spaces	1,421	3,581	152
Program Seating	718	4,556	535
FTE Staff	153.982	349	127
(branch libraries only)			

These improvements will allow the San Bernardino County Library to offer a greatly improved level of library service, resulting in an overall improvement in the quality of life throughout the County. This has been the experience in other sections of the country when library facilities and library services have shown marked improvement.

Following this chapter is a two to three page narrative, a one-page spreadsheet, and detailed cost estimates for each of the projects, except for the Administration building.

**Table 6.5 Summary of Recommended Building Projects** 

Tier One Projects		-	2000	70000000			Spaces Per		acar i Fi			Notes
	Be Served	Square Fee	Per Capita	3	Per Capita	Spaces	Collections	Seating	<b>1</b> 3	Per Capit	Completion	
Library	V.	V	V 9			1 9	3		. 3		8 8 8	0
Adelanto	34,473	13,662	0.40	51,689	1.50	90	574	98	5.75	5,995	2008	New building.
Apple Valley	90,341	40,438	0.45	135,158	1.50	194	697	324	23.0	3,928	2006	Expand and minor renoval
Bloomington	91,552	11,894	0.38	47,204	1.50	110	429	128	9.0	3,508	2008	New building.
Chino Hills	73,368	92,684	0.45	110,013	1,50	236	466	192	23,5	3,122	2005-2006	New building.
Fontana	215,937	102,276	0.47	929,517	1,50	464	697	771	40,0	5,398	2004	New building.
Hesperia	89,882	40,526	0.45	134,508	1,50	192	701	354	17,5	5,136	2005	New building.
Highland	91,353	41,098	0.45	186,872	1,50	256	595	276	25,25	25	2005	New building.
Running Springs	8,999	6,211	0.69	16,760	1.85	60	279	30	2,80	3,214	2004	New building.
Victorville	150,308	67,259	0.45	225,104	1,50	900	750	446	28.5	5,274	2006	Renovate/expand or new
Total Tier Dne Projects	786,208	356,048	0.45	neenco	1.50	nere	621	2,619	175.30	4,485	2 3	
Tier Two Projects			4 4								2 3	9
Barstow	29,594	19,816	0.67	57,780	1.95	124		162	6.4	4,624		New building w/College.
Chino	77,180	34,593	0.45	115,573	1.50	202	572	192	21.7	3,557	-	New building.
Lake Arrowhead	23,783	9,667	0.41	35,726	1,50	60	595	- 68	7,20		5008	New building.
Loma Linda	38,947	14,974	0.39	58,142	1,50	99	661	49	12,25	3,171	5008	Renovate and expand.
Luceme Valley	13,909	7,798	0.56	27,278	1,96	36	758	100	5,0	2,782	2007	Renovate and expand.
Mentone	14,753	7,418	0.50	25,170	1.71	48	524	58	3.65	4,042	2006	New building.
Northern Fontana/Rialto	14,000	8,479	0.61	25,670	1,83	100	257	0	3,0	4,667	2006	New building.
Phelan/Pinon Hills	32,865	14,696	0.45	49,400	1.50	88	561	120	8.5	3,856	2007	New building.
Rialto	98,234	43,971	0.45	147,286	1,50	214	688	344	17.5	5,613	2008	New building.
Twentynine Palms	26,340	10,755	0.41	55,027	2.09	46	1,196	40	8.6	3,063	2007	New building.
Vucca Valley	45,731	20,534	0.45	68,810	1.50	100	688	187	15.5	2,950	2008	Renovate and expand.
Administration Building		18,196									2006	Renovate.
Total Tier Two Projects	415,236	210,837	0.51	665,862	1.60	****	602	1,319	109.90	3,799		
Tier Three Projects												
Big Bear Lake	27,233	15,443	0.57	61,953	2.27	82	756	111	11,75	2,318	2010	Renovate and expand.
Crestine	14,990	8,172	0.55	25,176	1.68	50	2017233	- 68	3,5	4,345		New building.
Brand Terrace	27,869	12,464	0.45	41,857	1.50	72	3623.05	98	5,5	5,067		New building.
Joshua Tree	8,091	4,806	0.59	18,177	2.25	34	5/1/2	20	2.1	3,853		New building.
Kalser	14,000	4,432	0.32	15,346	1.10	34	1,550,531	20	2.1	6,667	11000	New building.
Montclair	47,117	15,945	0.34	70,499	1.50	66		92	11,91	3,955		Renovate and expand.
Needles	11,646	5,600	0.48	25,941	2.23	54	1100000	6	4.135	10.00		Renovate.
Trons	4,444	5,446	1.23	15,578		31	508	20	3,5875	1,239		Renovate and expand.
Wrightwood	5,162	2,576	0.50	11,353	2.20	20	10000	20	2.0			Renovate and expand.
Vucaipa	60,670	24,787	0.41	91,209	1.50	190	702	163	18.0	100000	2000	New building.
Total Tier Three Projects	221,222	99,871	0.45	377,089	1.70	579	659	618	84,595	3,429		
Total All Projects	1,422,666	666,556	0.47	***	1.56	****	621	4,556	Recen	4,075		
Adustments for Kalser &		1				3 8					3 8	
Northern Fontara/Rialto**	(28,000)	3	- I									
Unincorporated Population	491,480											
TOTAL COUNTY LIBRARY	1,886,146	666,556	0.36	HARRES	1.18	****	621	4,556	*****	5,404		0
TOTAL COUNTY LIBRARY	1,000,140											

# CONCLUSION

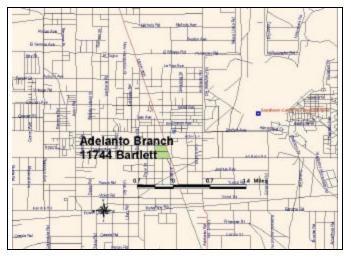
The guidelines in this document are intended to provide general direction in addressing the facility needs of the San Bernardino County Library. The guidelines represent an ideal and serve as a blueprint for the County Library to work with each community it serves in planning for future services. However, these recommendations were written without the knowledge of local financial situations or political landscape. Conclusions were made based on Library finances. A review of County and City finances were beyond the scope of this study.

The overall condition and size of the County Library's facilities can clearly be characterized as seriously deficient. Although this document divides the projects into three Tiers, the program could just as easily been presented without the divisions because there is not a single facility that does not need some type of improvement. The tiers themselves are merely guidelines, not priorities set in concrete. As opportunities develop, projects could shift from one Tier to another. And alternatives, such as two smaller facilities instead of one large one in some communities could also be considered.

While every community would embrace a shiny, new stand-alone architectural marvel complete with futuristic technology, overflowing with a myriad of new materials and a "Wal-Mart" greeter at the door, the reality will almost certainly fall somewhat short of these high hopes. Each community will have to determine just what is possible to achieve based on the resources available. Joint-usage projects should be given serious consideration, and not just with other types of libraries.

The County's projected population growth indicates that not only will the Library need additional space, but also other County Departments as well as the Cities served by the County Library. It is suggested that the County Library Facility Master Plan be incorporated into a County-wide Facility Plan, and that this document be made available to Cities to assist them in their planning.

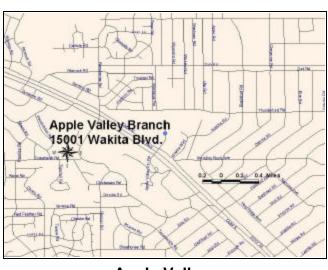
Providence Associates Inc. has a 21-year track record of successfully projecting space needs for all types of libraries. The recommendations in this document are presented with the utmost confidence that they form a sound basis for the needs of the San Bernardino County Library.



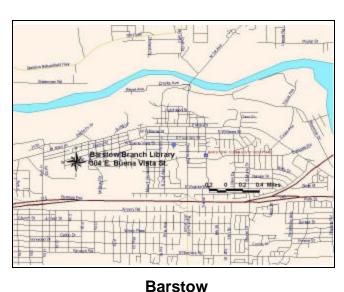
And Annual Library Administration
104 W. Fourth St.
San Bernardino
105 W. Fourth St.
San Bernardino

Adelanto 11744 Bartlett

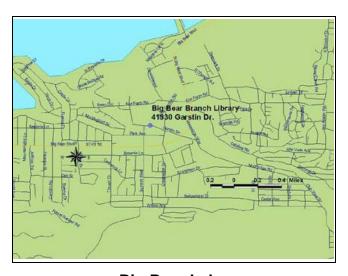
**Administration** 104 West Fourth Street



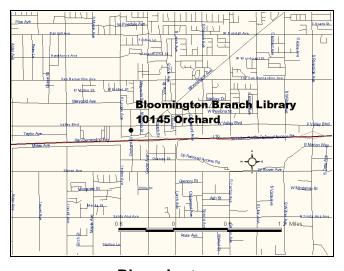
Apple Valley 15001 Wakita



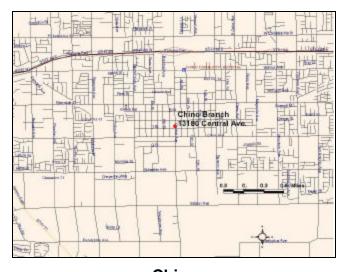
304 East Buena Vista



**Big Bear Lake** 41930 Garstin Drive



Bloomington 10145 Orchard Street



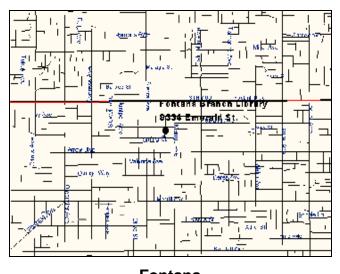
**Chino** 13180 Central Avenue



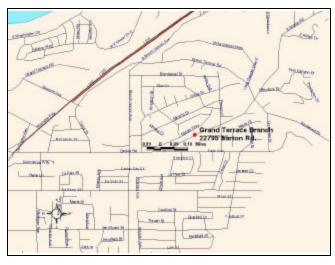
Chino Hills 2003 Grand Avenue



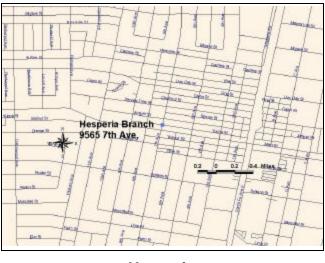
Crestline 23555 Knapp's Cutoff



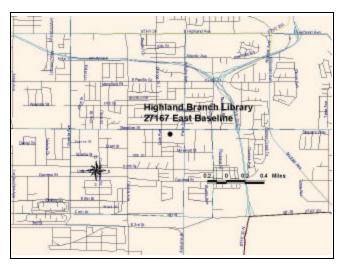
**Fontana** 8334 Emerald Street



**Grand Terrace** 22795 Barton Road



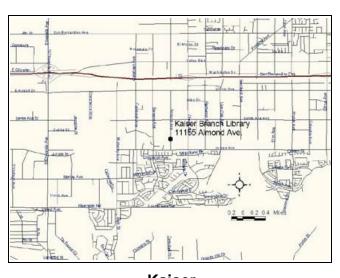
**Hesperia** 9565 7th Avenue



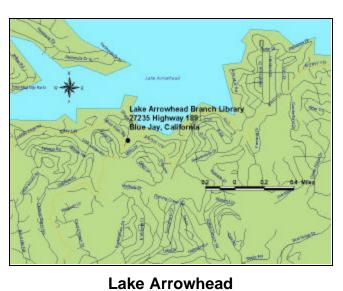
**Highland** 27167 Base Line



Joshua Tree 6465 Park Blvd.



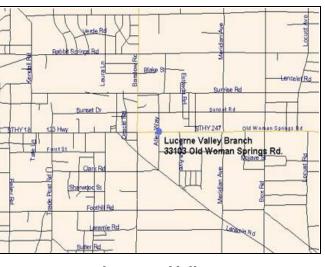
**Kaiser** 11155 Almond Avenue



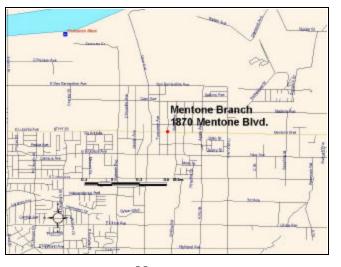
27235 Highway 189



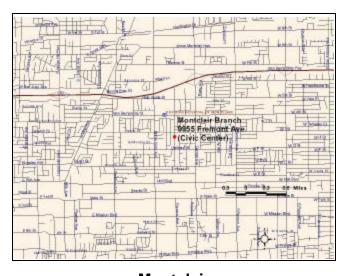
**Loma Linda** 25581 Barton Road



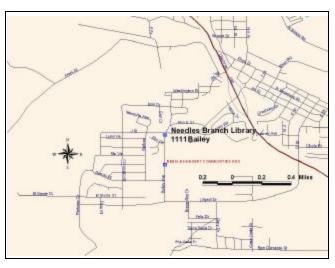
**Lucerne Valley** 33103 Old Woman Springs Road



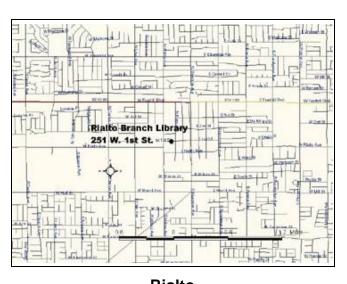
**Mentone** 1870 Mentone Blvd.



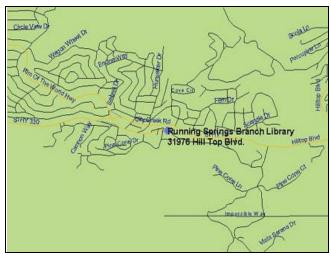
**Montclair** 9955 Fremont Avenue



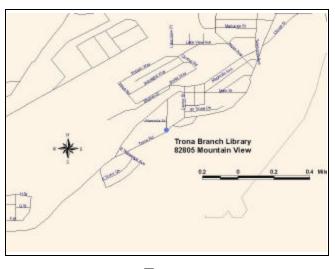
**Needles** 1111 Bailey



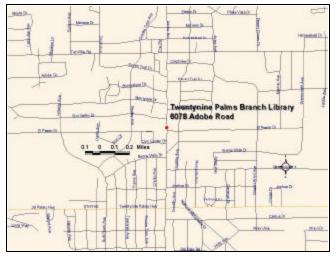
**Rialto**251 West 1st Street



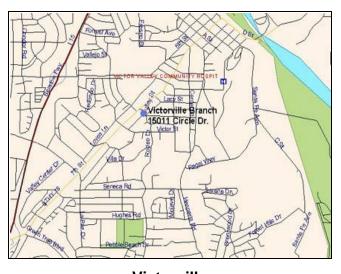
Running Springs 31976 Hill Top Blvd.



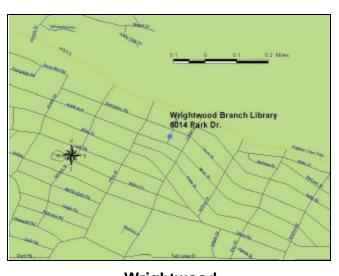
**Trona** 82805 Mountain View



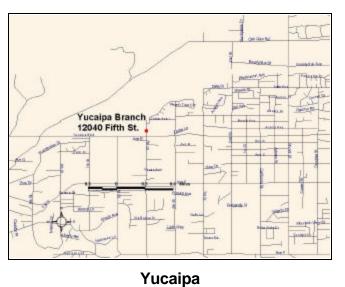
Twentynine Palms 6078 Adobe Road



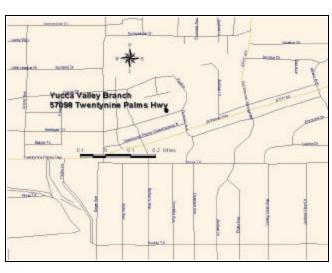
Victorville
15011 Circle Drive



Wrightwood 6014 Park Drive



12040 5th Street



Yucca Valley 57098 29Palms Highway

# Tier 1 Projects

# ADELANTO BRANCH SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

The 2,280 SF leased facility in Adelanto currently serves a population of 18,130<sup>1</sup>. The city-owned building opened 1971. Cost for the lease, which expires in September 2002, is \$8,580 per year. The libraries closest to Adelanto are Victorville and Apple Valley, located 9 and 14 miles away respectively.

A Facility Assessment revealed the following problems: a leaking freon line (freon, of course, is now a banned substance); restrooms that are marginally ADA compliant, contain no diaper-changing tables and flood at least monthly; an HVAC system that does not extend into restrooms; an inside temperature that consistently exceeds 80 degrees in summer; no smoke or fire alarms; a lack of filtering, leading to inside dust accumulation; poorly placed wall outlets being hidden behind bookstacks; light fixtures that are missing and others that are yellowed or cracked; badly stained carpeting; furniture in children's area that is old and unattractive; rodent infestation due to poorly aligned entry doors; poor exterior lighting and signage; and tree roots are destroying part of the sidewalk.

The Library has a collection of 24,089 items, including periodicals, for an average of 1.33 per capita. There are 22 reader spaces, but no meeting room. Circulation averages about 2.02 per capita.

By the year 2021 the Adelanto service area population is estimated to be 34,473, an increase of 90 percent in just 20 years. Based on both the size and poor condition of the current building, the consultants recommend that a new facility be built to accommodate this growth.

# **PROJECT SIZE**

Assuming a one-story building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 13,662 SF, requiring 46 public and staff parking spaces. If population projections prove accurate, the new facility will increase the square footage per capita from the present 0.13 to 0.40 by the year 2021.

# PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Adelanto area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- A collection size of 51,700 items, including 10,000 items for young people, 3,200 media items, and 172 current periodical subscriptions;
- A total of 90 reader spaces, including 16 machine stations (10 for adults, 6 for children), an 8-seat quiet room, a group-study room, and 2 tutoring/individual study rooms;
- Public meeting areas with seating for 98, including a 50 seat multi-purpose meeting room, a conference room seating 8, a children's services program room with seating for 30, a training room (computers and other types of training) seating 10; and
- A full-time equivalent (FTE) staff of 5.75, including .50 FTE maintenance personnel, plus 1.0 FTE volunteer staff.

# **ESTIMATED COST**

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the third quarter of FY 2003 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Adelanto Library is \$3,906,264. The project cost per SF is \$285.92. This includes an allowance for the acquisition of 5,000 new collection items at an average cost of \$25 each, and moving costs from the current building into the new facility.

This is a Tier One project with an estimated completion date of mid-to-late 2005.

#### **SUPPORTING INFORMATION**

A spreadsheet detailing the programmatic recommendations, plus a capital cost estimate, appears on the following pages.

rojected Space Re		<b></b>	Building	SAN I			BRARY - Adelanto Library	<u> </u>			16-Oct-01
Planning Guid			ation Served:	H	18,130	25,000	34,473	<del>                                     </del>			
tional	personnel/space	space	square	<u> </u>	existing	projected		existing	projected		
ponent	designation	code	feet	<u> </u>	2001	2011	2021	2001	2011	2021	notes
		C	UNITATIO UNITATION	ON: Number	36,637 er of person	75,000 inel	137,892	net square footage	e		From 2.02 to 4.0 per capita by 2021.
personnel	Library Associate	SPO-D	48		1.00	1.00	1.00	48	48	48	
	Library Assistant I	SPO-E	36		0.00	1.00	1.00	0	36	36	
	PSE Adult	SPO-F	24		1.175	2.00	2.00	28	48	48	
	PSE Page	SPO-F	24		0.00	1.00	1.25	0	24	30	
		TOTAL FTE	E PERSONN	EL:	2.175	5.00	5.25				
	PSE Maintenance	PO-F	100		0.00	0.50	0.50	0	50	50	
	Volunteer	SPO-F	24		1.00	1.00	1.00	24	24	24	
						SUB	TOTAL SQUARE FOOTAGE.	: 100	230	236	
			unit area	x numb	er of volum	es					
collections	Reference	SHLV-R	0.12		0	400	500	0	48	60	
	Popular display	SHLV-B	0.20		300	300	300	60	60	60	
	Adult fiction	SHLV-A	0.08		0		17,000	0	1,040	1,360	
	Adult non-fiction	SHLV-A	0.10		0		20,000	0	1,500	2,000	
	Youth Easy/Picture	SHLV-YEP	0.05		0		3,000	0	100	150	
	Youth Fiction/Non-Fiction	SHLV-A	0.08		0		6,000	0	320	480	
	Young Adult	SHLV-A	0.08		0		1,000	0	48	80	
	Media	SHLV-M	0.04		0		3,200	0	60	128	
	Total collection	SHLV-R	0.12	Н—	23,589		0	2,831	0	0	
	Current periodicals	SHLV-P	1.00	⊢—	50		172	50	125		One subscription for every 200 persons.
	Backfile periodicals	SHLV-CR	0.10		150		517	15	38	52	Hardcopy backfile retention for one year.
			TOTAL ITEM		24,089		51,689	+			
	+	ITEM:	S PER CAPI	tA:	1.33		1.50		2.22-	1.000	
	1	<del>                                     </del>	nerit.	X numb	er of seats	SUB	TOTAL SQUARE FOOTAGE		3,339	4,542	
		ODATE / D	unit area	^ numb	,		=	net square footage			
seating	Adult four-place	SEAT-AR	25	$\vdash$	12		20	300	500	500	
	Adult two-place	SEAT-AR	35	$\vdash$	0		2	0	70 70	70	
	Adult one-place Adult lounge	SEAT-AR SEAT-AL	35 30	$\vdash$	2	2	2	60	70 120	70 120	
	Adult rounge Adult machine	SEAT-AL SEAT-AT	36		0	10		0	360	360	
	Adult bench	SEAT-AB	50	<b>-</b>	0		4	0	20	20	
	Children's four-place	SEAT-CR	25		4	16		100	400	400	
	Children's lounge (Read Aloud)	SEAT-CL	30		0		4	0	120	120	
	Children's machine	SEAT-CR	36		0		6	0	216	216	
	Children's floor	SEAT-CF	5		4	8	8	20	40	40	
	Quiet room	SEAT-AR	25		0	8	8	0	200	200	
	Group study room	SEAT-AR	25		0		4	0	100	100	
	Tutoring room	SEAT-AR	48		0		2	0	96	96	
	-		EADER SEA	TS:	22	90	90				
		RATIO OF ITE	MS PER SE	AT:	1095	414	574				
	Multi-Purpose Meeting room	SEAT-S	12		0	50	50	0	600	600	
	Conference room	SEAT-C	25		0	8	8	0	200	200	
	Youth Program room	SEAT-CF	12		0	30	30	0	360	360	
	Training room	SEAT-AT	36		0	10	10	0	360	360	
						SUB	TOTAL SQUARE FOOTAGE.	480	3,832	3,832	
			unit area	x numbe	er of units		=	net square footage	e		
support	Service desk station	SVDSK-A	80		2	3	3	160	240	240	
spaces	Self-check station	SELF-CK	40		0	1	1	0	40	40	
	OPAC station						ا ا	48	48	48	
	Of the station	SPO-G	24		2	2	2			40	
	Printer station	SPO-G SPO-H	24 16		0	2	1	0	16	16	
			_			2 1 2	1 2	1	16 60		
	Printer station	SPO-H CASE-X LIT-R	16			2 1 2 2	1 2 2	0		16	
	Printer station Display case	SPO-H CASE-X	16 30			2 1 2 2 0	1 2 2 2 0	0	60	16 60	
	Printer station Display case Literature rack Pamphlet file Atlas case	SPO-H CASE-X LIT-R FILE-L CASE-A	16 30 15 20 25			2 1 2 2 0 0	1 2 2 0	0 0 60 80	60	16 60 30 0	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S	16 30 15			2 1 2 2 0 0	1 2 2 0 0	0 0 60 80 25 25	60 30 0 0	16 60 30 0 0	
	Printer station Display case Literature rack Pamphlet file Allas case Dictionary stand Workroom shelving	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X	16 30 15 20 25 25			2 1 2 2 0 0 0	2 2 2 0 0	0 0 60 80 25 25	60 30 0 0 0 0	16 60 30 0 0 0	
	Printer station Display case Literature rack Pamphlet file Allas case Dictionary stand Workroom shelving Staff worktable	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A	16 30 15 20 25 25 25 9		0 0 4 4 1 1 2	2 1 2 2 0 0 0 0	2 2 2 0 0 0 0	0 60 80 25 25 18	60 30 0 0 0 54	16 60 30 0 0 0 54	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A	16 30 15 20 25 25			2 1 2 2 0 0 0 0 6	2 2 2 0 0 0 0 0 6	0 60 80 25 25 18 96	60 30 0 0 0 54 96	16 60 30 0 0 0 0 54 96	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff workstable Work counter Booktruck parking	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A	16 30 15 20 25 25 25 9 96 120		0 0 4 4 1 1 2	2 1 2 2 0 0 0 0 6 1 1	1 1 2 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 60 80 25 25 18 96 30	60 30 0 0 0 54	16 60 30 0 0 0 54 96 120	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Booktruck parking File cabinet	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A FILE-OL	16 30 15 20 25 25 25 9 96 120 8		0 0 4 4 1 1 2	2 1 2 2 0 0 0 0 6 1 1	2 2 2 0 0 0 0 0 6 1 1 1 6	0 60 80 25 25 18 96 30	60 30 0 0 0 54 96 120 48	16 60 30 0 0 0 54 96 120 48	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff workstable Work counter Booktruck parking File cabinet Photocopier	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A FILE-OL COPY-B	161 300 300 155 200 255 9 9 966 1200 8 8 200 48		0 0 4 1 1 2 1 0.25 2	2 1 2 2 0 0 0 0 6 1 1 1 6 0	1 1 2 2 2 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 60 80 25 25 18 96 30	60 30 0 0 0 54 96 120 48 0	16 60 30 0 0 0 54 96 120 48 0	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Booktruck parking File cabinet Photocopier Staff locker	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A FILE-OL COPY-B STFF-LL	166 300 155 200 255 255 9 9 966 1200 8 8 200 488 255		0 0 4 4 1 1 2 1 0.25 2 1 1	2 1 1 2 2 2 0 0 0 0 0 0 1 1 8 8 0 0 0 0 0 0 0 0 0 0	2 2 2 0 0 0 0 6 1 1 6 6 6 0	0 60 80 25 25 18 96 30 16 20 48	60 30 0 0 0 54 96 120 48 0	16 60 30 0 0 0 54 96 120 48 0 0	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Booktruck parking File cabinet Photocopier Staff locker Staff lounge	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A FILE-OL COVY-B STFF-LL STFF-LO	166 300 155 200 255 255 9 966 1200 8 8 200 488 255		0 0 4 4 1 1 2 1 0.25 2 1 1 0 0 0		1 1 2 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 80 80 25 25 18 96 30 16 20 48 0	60 30 0 0 0 54 96 120 48 0 48 20	16 60 30 0 0 0 54 96 120 48 0 48	
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	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Booktruck parking File cabinet Photocopier Staff locker Staff locker Staff longe Supply cabinet Storage room Maintenance room Entrance lobby Library coffee cart	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHL/-X WKTBL-A CNTR-A BKTRK-A FILE-OL COPY-B STFF-LL STIFF-LO SPLY-C STOR-S MAINT-R EINT-LOB LIB-CC	166 300 300 300 300 300 300 300 300 300 3		0 0 4 4 1 1 2 1 0.25 2 2 1 1 0 0 0 0 0	1 1 1 0.4	1 0.4 1	0 0 0 0 80 80 25 25 25 25 36 88 96 20 20 48 48 0 0 0 0 0 0 140 0 0 0 0 0 0 0 0 0 0 0 0	60 30 0 0 54 96 120 48 20 150 36 140 150 90	16 60 30 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Booktruck parking File cabinet Photocopier Staff locker Staff lounge Supply cabinet Storage room Maintenance room Entrance lobby	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A FILE-OL COPY-B STFF-LL STFF-LO SPLY-C STORS MAINT-R ENT-LOB	166 300 300 300 300 300 300 300 300 300 3		0 0 4 4 1 1 2 1 0.25 2 1 1 1 0 0 0	1 1 1 0.4 1	1 0.4 1	0 0 0 80 80 25 188 96 30 16 20 0 0 0 0 0 0 0 0 0 0	60 30 0 0 0 54 48 0 48 20 150 366 140 159 90	16 60 30 0 0 0 0 0 0 54 4 8 0 0 150 150 90 36 200	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Booktruck parking File cabinet Photocopier Staff locker Staff locker Staff longe Supply cabinet Storage room Maintenance room Entrance lobby Library coffee cart	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHL/-X WKTBL-A CNTR-A BKTRK-A FILE-OL COPY-B STFF-LL STIFF-LO SPLY-C STOR-S MAINT-R EINT-LOB LIB-CC	166 300 300 300 300 300 300 300 300 300 3		0 0 4 4 1 1 2 1 0.25 2 2 1 1 0 0 0 0 0	1 1 1 0.4 1 1 SUB	1 0.4 1 1 1 1 1 TOTAL SQUARE FOOTAGE.	0 0 0 80 80 25 18 8 96 30 16 200 0 0 0 140 0 0 0 0 0 0 0 0 0 0 0 0 0 0	60 30 0 0 0 54 96 120 48 20 159 36 140 150 90 36 200 1,622	16 60 30 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Booktruck parking File cabinet Photocopier Staff locker Staff locker Staff longe Supply cabinet Storage room Maintenance room Entrance lobby Library coffee cart	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHL/-X WKTBL-A CNTR-A BKTRK-A FILE-OL COPY-B STFF-LL STIFF-LO SPLY-C STOR-S MAINT-R EINT-LOB LIB-CC	166 300 300 300 300 300 300 300 300 300 3		0 0 4 4 1 1 2 1 0.25 2 2 1 1 0 0 0 0 0	1 1 1 0.4 1 1 SUB	1 0.4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 0 0 80 80 80 80 80 80 80 80 80 80 80 8	60 30 0 0 0 54 96 120 48 20 150 36 140 159 90 36 200 1,622	16 60 30 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Booktruck parking File cabinet Photocopier Staff locker Staff locker Staff longe Supply cabinet Storage room Maintenance room Entrance lobby Library coffee cart	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHL/-X WKTBL-A CNTR-A BKTRK-A FILE-OL COPY-B STFF-LL STIFF-LO SPLY-C STOR-S MAINT-R EINT-LOB LIB-CC	166 300 300 300 300 300 300 300 300 300 3		0 0 4 4 1 1 2 1 0.25 2 2 1 1 0 0 0 0 0	1 1 1 1 1 0.4 1 1 1 1 1 1 SUB	1 0.4 1 1 TOTAL SQUARE FOOTAGE. TOTAL NET SQUARE FEEI ance for collections "in-the-air"	0 0 0 80 80 25 25 25 18 8 96 30 16 6 20 0 0 0 140 0 0 0 0 0 0 0 0 0 0 0 0 0 0	60 30 0 0 0 54 96 120 48 20 150 36 140 150 90 36 200 1,622 9,023	16 60 30 0 0 0 0 54 96 120 48 0 48 20 150 36 140 150 90 1,622 10,232 1,010	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Bookruck parking File cabinet Photocopier Staff locker Staff locker Staff longe Supply cabinet Storage room Maintenance room Entrance lobby Library offee cart Loading dock	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A PILE-OL COPY-B STFF-LO STFF-LO STFF-LO STOR-S MAINT-R ENT-LOB LIB-CC LOAD-D	16 30 30 15 200 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 15 20 20 20 20 20 20 20 20 20 20 20 20 20		0 0 4 4 1 1 2 1 0.25 2 2 1 1 0 0 0 0 0	1 1 1 1 1 0.4 1 1 1 1 1 1 SUB	1 0.4 1 1 TOTAL SQUARE FOOTAGE. TOTAL NET SQUARE FEET ance for collections 'in-the-air' TOTAL NET SQUARE FEET	0 0 0 80 80 25 188 96 30 16 20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	60 30 0 0 0 54 966 120 48 0 0 159 150 366 140 150 90 366 200 1,622 9,023 728 8,295	16 60 30 0 0 0 0 54 48 0 120 488 20 150 366 140 150 90 1,622 10,232 1,010 9,222	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Bookruck parking File cabinet Photocopier Staff locker Staff locker Staff longe Supply cabinet Storage room Maintenance room Entrance lobby Library coffee cart Loading dock  Average Component E	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A FILE-OL COPY-B STFF-LO STFF-LO STFY-LO STLV-C STOR-S MAINT-R ENT-LOB LIB-CC LOAD-D	16 300 15 200 15 25 25 25 25 25 25 25 25 25 25 25 25 25		0 0 4 4 1 1 2 1 0.25 2 2 1 1 0 0 0 0 0	1 1 1 1 0.4 1 1 SUB	1 0.4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 0 0 80 80 80 80 80 80 80 80 80 80 80 8	60 30 0 0 0 54 96 120 48 20 150 36 140 150 90 36 20 20 1,62 9,023 728 8,295 9,216	16 60 30 0 0 0 0 54 48 0 120 48 20 150 36 140 150 90 36 200 1,622 1,010 9,222 10,247	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Bookruck parking File cabinet Photocopier Staff locker Staff locker Staff longe Supply cabinet Storage room Maintenance room Entrance lobby Library offee cart Loading dock	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A FILE-OL COPY-B STFF-LO STFF-LO STFY-LO STLV-C STOR-S MAINT-R ENT-LOB LIB-CC LOAD-D	16 300 15 200 15 25 25 25 25 25 25 25 25 25 25 25 25 25		0 0 4 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 0.4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 0 0 80 80 25 25 25 18 96 30 16 6 20 0 0 0 140 0 0 0 0 766 6 4,302 478 48.24 4,449 4 4,424 4 4 4,424 4 4 4,424 4 4 4,424 4 4 4,424 4 4 4,424 4 4 4,424 4 4 4	60 30 0 0 0 0 54 966 120 48 20 150 36 140 159 90 36 200 1.622 9,023 728 8,295 9,216 10,240	16 60 30 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Restrooms part of Unassignable Space.
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Bookruck parking File cabinet Photocopier Staff locker Staff locker Staff longe Supply cabinet Storage room Maintenance room Entrance lobby Library coffee cart Loading dock  Average Component E	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A FILE-OL COPY-B STFF-LO STFF-LO STFY-LO STLV-C STOR-S MAINT-R ENT-LOB LIB-CC LOAD-D	16 300 15 200 15 25 25 25 25 25 25 25 25 25 25 25 25 25		0 0 4 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 0.4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 0 0 80 25 25 25 18 96 30 16 20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	60 30 0 0 0 0 54 966 120 48 0 150 150 150 160 160 170 170 170 170 170 170 170 170 170 17	16 60 30 0 0 0 0 54 96 120 48 0 48 20 150 36 140 150 90 1,622 10,232 1,010 9,222 10,247 11,385 2,280	Restrooms part of Unassignable Space. Per capita SF now 0.13.
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Booktruck parking File cabinet Photocopier Staff locker Staff locker Staff longe Supply cabinet Storage room Maintenance room Entrance lobby Library coffee cart Loading dock  Average Component E Existing Building E	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A PILE-OL COPY-B STFF-LO STFF-LO STFF-LO STOR-S MAINT-R ENT-LOB LIB-CC LOAD-D  fficiency Factor =	16 30 15 20 15 25 25 25 25 25 29 966 20 20 20 20 20 20 20 20 20 20 20 20 20		0 0 4 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 0.4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 0 0 80 25 25 25 18 96 30 16 20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	60 30 0 0 0 0 54 96 120 48 0 0 159 150 36 140 150 90 36 200 1,622 9,023 728 8,295 9,216 10,240 2,280 (7,960)	16 60 30 0 0 0 0 54 48 0 120 488 20 150 36 140 150 90 36 200 1,622 10,232 1,010 9,222 10,247 11,385 2,280 (9,105)	Per capita SF now 0.13.
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Booktruck parking File cabinet Photocopier Staff locker Staff locker Staff longe Supply cabinet Storage room Maintenance room Entrance lobby Library coffee cart Loading dock  Average Component E Existing Building E	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A FILE-OL COPY-B STFF-LO STFF-LO STFY-LO STLV-C STOR-S MAINT-R ENT-LOB LIB-CC LOAD-D	16 30 15 20 15 25 25 25 25 25 29 966 20 20 20 20 20 20 20 20 20 20 20 20 20		0 0 4 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 0.4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 0 0 80 80 25 18 8 96 30 16 20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	60 30 0 0 0 0 54 96 120 48 0 0 48 20 150 36 140 150 90 36 200 1,622 9,023 728 8,295 9,216 10,240 12,280 (7,960)	16 60 30 0 0 0 0 54 48 0 120 48 20 150 36 140 155 90 36 200 1,622 10,232 1,010 9,222 10,247 11,385 2,280 (9,105) 13,662	
	Printer station Display case Literature rack Pamphlet file Atlas case Dictionary stand Workroom shelving Staff worktable Work counter Booktruck parking File cabinet Photocopier Staff locker Staff locker Staff longe Supply cabinet Storage room Maintenance room Entrance lobby Library coffee cart Loading dock  Average Component E Existing Building E	SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A BKTRK-A PILE-OL COPY-B STFF-LO STFF-LO STFF-LO STOR-S MAINT-R ENT-LOB LIB-CC LOAD-D  fficiency Factor =	16 30 15 20 15 25 25 25 25 25 29 966 20 20 20 20 20 20 20 20 20 20 20 20 20		0 0 4 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 0.4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 0 0 80 80 25 25 25 18 8 96 30 16 6 20 0 0 0 0 140 0 0 0 0 766 6 4.302 478 4.349 4.721 5 2.280 (2.441)	60 30 0 0 0 0 54 96 120 48 0 0 159 150 36 140 150 90 36 200 1,622 9,023 728 8,295 9,216 10,240 2,280 (7,960)	16 60 30 0 0 0 54 96 120 48 20 150 36 200 1,622 10,232 1,010 9,222 11,385 2,280 (9,105) 13,662 20	Per capita SF now 0.13.

ADELANTO LIBRARY		New 20-Ye	ear Library Buildir	ng	16-Oct-01	
Preliminary Estimate of Probable Cost	t		•		8:34 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	52,000	\$8.50	\$442,000			
Construction	13,662	\$148.30	\$2,026,075	Assumes bid in third	quarter of FY	2003.
Contingency	13,662	\$14.83	\$202,607			
<u> </u>	,	SUBTOTAL	\$2,670,682	Construction \$/sf:	\$195.48	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	13,662	\$11.00	\$150,282	Assumes bid in FY20	004.	
Moveable Furnishings & Equipment	13,662	\$30.00	\$409,860	Assumes bid in FY20	004, includes I	Т.
		SUBTOTAL	\$560,142			
Project Costs		percentage of	total			
D		construction	cost	0, 60	N/ 1 G	
Design Fees		12%	\$387,699	% of Consturction +	Move-In Costs	8.
		SUBTOTAL	\$387,699			
TOTAL BUII	DING ESTIN	MATED COST	\$3,618,523	Total Project \$/sf:	\$264.86	
Relocation Costs	number	avaraga	total			
Relocation Costs	of units	average unit cost	cost			
Moving to new building	25,000	\$0.50	\$12,500			
New Materials	5,000	\$25.00	\$125,000			
	2,000	SUBTOTAL	\$137,500			
			,			
	GF	RAND TOTAL	\$3,756,023	Total Project \$/sf:	\$274.92	
EIC			, , 1			
Escalation		percentage of grand total	total cost			
2003		grana totat 4%	\$3,906,264	Project \$/sf:	\$285.92	
2004		4%	\$4,062,514	Project \$/sf:	\$297.36	
2005		4%	\$4,225,015	Project \$/sf:	\$309.25	
2006		4%	\$4,394,016	Project \$/sf:	\$321.62	
2007		4%	\$4,569,776	Project \$/sf:	\$334.49	
2008		4%	\$4,752,567	Project \$/sf:	\$347.87	
2009		4%	\$4,942,670	Project \$/sf:	\$361.78	
2010		4%	\$5,140,377	Project \$/sf:	\$376.25	



Adelanto Branch Library

Adelanto Branch Library
Earthquake/water
damage to foundation





Adelanto Branch Library Ceiling leaks/books damage



Adelanto Branch Library
Branch Manager's office space,
electrical/computer/phone connections



Adelanto Branch Library
Children's stacks
(inadequate space/shelving)

# APPLE VALLEY BRANCH SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

A 10,200 SF building currently serves a population of 54,239<sup>1</sup>. The facility, which opened in 1952, originally housed a doll factory. The Apple Valley Library is currently located approximately 7 miles from the Victorville Library and 12 miles from the Hesperia Library.

A Facility Assessment revealed the following problems: access to the facility is not ADA compliant, with wheelchair patrons having to use a side door designated for staff; the HVAC system is not energy efficient; acoustics are not compatible with a library environment; there is insufficient space to conduct library programs and literacy services; and there are too few computer work stations, with limited space for expansion.

By the year 2021 the Apple Valley service area population is estimated to be 90,341, an increase of 36.1 percent over a 20-year period. Fortunately, plans for a new building are already underway<sup>2</sup>.

# **PROJECT SIZE**

The new building size will be 40,438 SF, requiring 135 public and staff parking spaces. If population projections prove accurate the square footage per capita will increase from the present 0.19 to 0.45 by the year 2021.

# PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Apple Valley area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

- A collection size of 135,150 items, including about 30,000 items for young people, 7,800 media items, and 301 current periodical subscriptions;
- A total of 194 reader spaces, including 28 machine stations (16 for adults, 12 for children), a group-study room, and 2 tutoring/individual study rooms;
- Public meeting areas with seating for 240, including a 150 seat multi-purpose meeting room, a conference room seating 40, and a children's services program room with seating for 50;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

The planning for the new Apple Valley Library had been completed prior to the start of this facility plan. The figures provided here are those of the consultant team.

- A homework center, career center, literacy center, and a training room (computers and other types of training); and
- A full-time equivalent (FTE) staff of 23, including a literacy Specialist and 2.0 maintenance personnel, plus 1.0 FTE volunteer staff.

# **ESTIMATED COST**

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2004 with library furniture and information technology contracts awarded a year later, the estimated project cost for the expansion of the Apple Valley Library is \$5,828,175. The project cost per SF is \$365.52.

This is a Tier One project with an estimated completion date of 2002. The project as outlined here would be an expanded facility.

# **SUPPORTING INFORMATION**

A spreadsheet detailing the programmatic recommendations appears on the following page.

		ce Requirements Guidelines	Populatio	Building in Served	SAN BERNAI 54,219	TR DCC CHILD. 000,07	FY LIBRARY - 90,341	Apple Valley L	brary		16-0:0-11
function	ne/	personnel/space	IDVC#	square	eszielny	projected		enzistrug	projected		
company	nevit .	designation	code	feet	2001	1811	1021	1881	1811	1821	notes
1				VLATION	771,755 * number of p	SVL SVV	542,046	met aguare h	votern		From 12 to 6.0 per capita by 2021.
perso	onne/	Librarian II	NO-R	120	101	100	100	120	130	120	
		Lifte arion [	SPO-D	41	1.01	2.00	3.00	0	96	144	
		Library Associate	SPO-D	41	1.01	1.00	3.00	0	48	144	
		Library Assistant 1	SPO-E	36	2.01	1.00	4.00	72	108	144	
		Literacy Specialist	PO-F	101	1.01	1.00	1.00	100	100	100	
		PSE Adult	SPO-F SPO-F	24	2.4625 3.675	1.00 4.15	4.00 5.00	59 88	72 100	96	
		PSE Page	TOTAL FTE PE	24		15.15	21.00	- 88	100	120	
		PSE Morrismance	PO-F	101	1.01	1.00	2.00	0	100	200	
		Volunteer	SPO-F	24	101	100	4.00	24	24	96	
					50080	TOTAL SQUAR	E FOOTAGE	463	768	1,164	
				mir area	x number of v	rotumes			7.7		
collec	chions	Reference	SHLV-R	1.12	1	400	500	0	48	60	
		Popular display	SHLV-B	1.21	301	400	500	60	80	100	
		Adult fiction	SHLV-A	1.01	- 1	27,500	45,000	- 0	2,200	3,600	
i i		Adult non-fiction	SHLV-A	1.11	- 1	32,000	50,000	- 0	3,200	5,000	
		Youth Bary/Pictore	SHLV-YEP	1.05	- 1	7,000	9,000	0	350	450	
		Youth Piction/Non-Piction.	SHLV-A	1.01	!	14,000	18,000	0	1,120	1,440	
		Young Adult	SHLV-A	1.01		1,750	2,250	0	140	180	
		Media Total collection	SHLV-R	1.04	68,915	5,000	7,800	0 8,270	200	512	
3		Current perto dicals	SHLV-R	1.01	101	233	301	100	233	301	One subscription for every 100 persons
		Backfile periodicals	SHLV-CR	1.11	901	1,400	1,807	90	140	181	Hardcopy backfile retention for two years.
i i				TAL ITEM		89,683	135,158		6-90	***	
				ER CAPITO		1.28	1.50		-1016		
			-		0.00	TOTAL SQUAR		8,520	7,711	11,624	
			a.	mir area	x number of s	eats	Ħ	net square to	ootego		
50	eating	Adult four-place	SEAT-AR	25	44	24	60	1,100	600	1,500	
3,500		Adult one-place	SEAT-AR	35	2	4	1.2	180	(40)	420	
8		Adult lounge	SEAT-AL	31	13	8	12	360	240	360	
		Adult machine	SEAT-AT	36	7	10	16	252	360	576	
		Adult index toble	SEAT-AS	21	- 4	0	0	80	0	0	
		Adult bench	SEAT-AB	- 5	1	- 4	8	. 0	20	40	
		Children's four-place	SEAT-CR	25 31		16	32	200	400	B00	
		Children's lounge (Read Aloud) Children's madrine	SEAT-CL SEAT-CR	36		6	8 12	0	120 216	240 432	
		Children's floor	SEAT-CF	5		6	10	0	30	50	
i.		Oxocap study rooms	SEAT-AR	25	1	4	16	0	100	400	
		Tutoring room	SEAT-AR	41	i	2	8	0	96	384	
			TOTAL REAL		X 77	88	194				
		RA	TIO OF ITEMS	PER SEAT	7 90	1019	497				
		Multi-Purpose Meeting room	SEAT-S	1.2	51	70	150	600	840	1,800	
		Conference room	SEAT-C	25	1	10	46	- 0	250	1000	
		Youth Program room	SEAT-CF	1,2	21	20	50	240	240	600	
		Honework center	HOME-C	36	!	0	20	. 0	.0	720	
		Career center	CAR-C	25	!	0	20	0	0	500	
1		Lifer key centler Training cosm	LIT-C SEAT-AT	36 36		0	20 24	0	0	720 864	
		Trainingroom	18-13-61	31	1000	U TOTOME SQUISMA		3,012	3,652	10,542	
			39	mit erea	x number of u		TANDAM .	net square fo		10,276	
CM-	uppozt	Service desk station.	SVDSK-A	31	1	4	6	640	320	490	
suj	Market Company	Self-check station	SELFCE	40	1	2	2	0	80	80	
_		OPAC station	SPO-G	24	1	2	2	72	48	46	
- 1		Printer station	зро-в	16	1	2	2	0	32	32	
		Display/gallery	CASE-X	31		2	16	60	60	400	A gallery in an expanded building.
		Liter sture rack	LIT-R	1.5	1	2	4	- 6	30	60	
8		Worksoon shelving	SHLV-X		6	8	14	54	72	126	
		Staff worktable	WKTBL-A	96	1	1	2	. 96	96	192	
		Work counter	CNTR-A	121	- 1	1	2	120	120	240	
1		Bookhuck parking	BKTRE-A			8	14	64	64	112	
		Photocopies Staff formula	COPY-5	225	1.6	2	3	96 135	96 225	144 225	
		Staff lounge Staff locker	STEP-LK	320	1.5	70	26	1,09	50	65	
		Supply room	SPLY-R	108		1	2	400	100	200	Twice as large in expanded building
8		Storage room	STOR-R	108	1.45	1	2	- 6	100	200	Twice as large in expanded building
		Maintenance room	MAINT-R.	128	1	1	2	0	120	240	Twice as large in expanded building
		Entrance lobby	ENT-LOB	225	1.4	1	3	90	225	675	Three times as large in expanded building
		Library coffee cart	LIB-CC	36	- 1	1	8	0	36	288	Library café in expanded building.
8				18		TOTAL SQUAR		1,917	1,874	3,887	<u> </u>
						TOTAL NET S			14,005	27,217	
						rance for collecti			1,753	2,651	
						TOTAL NET S			12,252	24,566	
3		Avecage Component Ef					TOTAL NASF		13,613	27,295	
		Existing Building Et	ficiency Fector =			DING GROSS S			15, 126	30,328	Restrooms part of Unassignable Space.
				Е	MISTING BUILI				19,000	19,000	Per capita SF turav 0, 19.
							or / under /	(5, 266)	19,000	(11, 316) 40,438	Per capita SF 0.45 by 2021.
		Property 5 4 50 750 man							19/1000	40.000	
		Expanded Building Effici	ency Fector -	0.75		BUILDINGS					recognition by sour.
		Expanded Building Effici	ency Fector -	0.75		PARI	EING SPACES GUIDELINES	18	18	18	One space per every SH SF of building

APPLE VALLEY LIBRARY	Renovated/I	Expanded 20-Year	ar Library Buildir	ng	16-Oct-01	
Preliminary Estimate of Probable Cos	rt				9:00 AM	
prepared by PROVIDENCE		c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	40,000	\$8.50	\$340,000			
Construction (new)	21,438	\$148.30	\$3,179,255	Assumes bid in last of	quarter of FY2	2004.
Construction (renovation)	19,000	\$5.00	\$95,000			
Contingency	21,438	\$14.83	\$317,926			
		SUBTOTAL	\$3,932,181	Construction \$/sf:	\$246.61	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	21,438	\$11.00	\$235,818	Assumes bid in FY20	005.	
Moveable Furnishings & Equipment	21,438	\$30.00	\$643,140	Assumes bid in FY2	005, includes	IT.
		SUBTOTAL	\$878,958			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$577,337	% of Consturction +	Move-In Cost	ts.
		SUBTOTAL	\$577,337			
TOTAL BUIL	DING ESTIM	IATED COST	\$5,388,476	Total Project \$/sf:	\$337.94	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	0	\$0.50	\$0			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$0			
	GR	AND TOTAL	\$5,388,476	Total Project \$/sf:	\$337.94	
Escalation		percentage of	total			
2002		grand total	\$5.604.015	n •	φ <u>σ</u> ε1 47	
2003		4%	\$5,604,015	Project \$/sf:	\$351.46	
2004 2005		4% 4%	\$5,828,175	Project \$/sf:	\$365.52	
2006		4%	\$6,061,302 \$6,303,754	Project \$/sf: Project \$/sf:	\$380.14 \$395.34	
2007		4%	\$6,555,904	0 0	\$395.34 \$411.16	
2007		4%	\$6,555,904 \$6,818,141	Project \$/sf: Project \$/sf:	\$411.16 \$427.60	
2009		4%	\$7,090,866	Project \$/sf:	\$444.71	
2010		4%	\$7,374,501	Project \$/sf:	\$462.50	



Apple Valley Branch Library

Apple Valley Branch Library
Reference desk with crowded
stacks, poor lighting and
exposed wiring





**Apple Valley Branch Library** Public PC's on folding tables

Apple Valley Branch Library OPACs and Children's area



# BLOOMINGTON BRANCH SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

A 4,000 SF building currently serves an estimated population of 19,318<sup>1</sup>. (The San Bernardino County Land Use Services Department utilizes a population figure of 21,086 for this service area.) The building was constructed in the early 1960s and Library service from the facility was initiated in September 1966. The Bloomington Library is located approximately 3 miles from the Fontana Library, 3 miles from the Rialto Library, and 6 miles from the Grand Terrace Library.

A Facility Assessment revealed the following problems: restrooms poorly ventilated and are not ADA compliant; an inadequate number of power outlets; constant problems with the HVAC system; inadequate lighting in staff work areas; a lack of light covers, resulting in eyestrain; carpeting that is worn, torn and loose in some areas; uneven flooring; cracked and stained ceiling tiles; cracks in the wall plaster; inadequate furniture; poor telephone connections; no public telephone; no security doors; an inadequate number of handicapped parking spaces; lighting in parking lot is poor; parking lot asphalt is cracked, with four inch gaps in places; cracked wood facing around eaves; rain gutters in need of replacement; and paint peeling on front of building.

The Library has a collection of 21,820 items, including periodicals, for an average of 1.03 per capita. There are 47 reader spaces, but no meeting room. Circulation averages about 2.2 per capita.

By the year 2021 the Bloomington service area population is estimated to be 31,552, an increase of 49.6 percent over a 20-year period. Based on the building's condition and poor location, the consultants recommend that a new facility be built. A site south of Interstate 10 has already been acquired, and an architect selected to design the new facility.

# **PROJECT SIZE**

Assuming a one-story facility with a net-to-gross efficiency factor of 75 percent, the consultants propose an 11,894 SF building, requiring 59 public and staff parking spaces. If population projections prove accurate, the square footage per capita will increase from the present 0.19 to 0.38 by the year 2021.

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Bloomington area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

- A collection size of 47,200 items, including 12,000 young people's items and 158 current periodical subscriptions;
- A total of 100 reader spaces, including 20 machine stations (12 for adults, 8 for children), a group-study room, and 2 tutoring/individual study rooms;
- Public meeting areas with seating for 128, including an 80 seat multi-purpose meeting room, a children's services program room with seating for 40, a training room (computers and other types of training) seating eight; and
- A full-time equivalent (FTE) staff of 8.5, plus .50 FTE maintenance personnel and 1.0 FTE volunteer staff.

#### ESTIMATED COST

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the second quarter of FY 2002 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Bloomington Library is \$3,149,153. The project cost per SF is \$264.77. This includes an allowance for moving costs from the current building into the new facility.

This is a Tier One project with an estimated completion date of 2003.

# **SUPPORTING INFORMATION**

A spreadsheet detailing the programmatic recommendations, plus a capital cost estimate, appears on the following pages.

		pace Requirements g Guidelines	Papulation	Building: n Served:	SAN BER) 19.318	24688	DUNTY LIBR 31.552	ARY - Bloo	mington Libr	ary	16-Oct-01
-		personnel/space	space.	square	extrang			existing	projected		
	component	designation	cade	1981	2001	2011	2021	3301	2011	2021	notes
Ι			CIRCL	ULATION:	45,730	98.752	189.312				From 2.4 to 6.0 per capita by 2021.
ŀ	personner	Libratian I	PU-E	1du	1.00	1 personnei	1.00	net square		120	
1		Library Associate	SPO-D	49	0:00		2.00	0		96	
t			SPO-E	36	0.00		2.00	0		72	
			SPO-F	24	0.475	1.00	1.50	11		36	
		PSE Page	SPO-F	24	0.775	1.35	2.00	19	32	48	
			FTEPER	SONNEL	2.25	5.35	8.50				
L			PO-F	100	0.00		0.50	0		50	
ļ		Voluntee:	SPO-F	24	1.00		1.00	24		24	
			-			AL SQUARE	FOOTAGE:	174	334	446	
	100			nit area		Frelumes					
£	allections		SHLV-R	0.12			200	0		24	
		the state of the s	SHLV-B	0.20	200		300	-40		1,200	
			SHLV-A	0.10	0		15,000 16,000	0		1.600	
			SHLV-YE		0		4000			200	
			SHLV-A	0.08	0		8,000	0		640	
			SHLV-A	0.08	0		600	0		48	
			SHLV-M	0.04	0		2,000			80	
			SHLV-R	0.12	2L095		0	2.531		0	
			SHLV-P	1.00	75		158	75		158	
		Backfile periodicals	SHLV-CR		450		947	45	74	95	
		P. P. L. S. B. D. C. T. C. L. C.		L ITEMS	21.920		47.204				
			TEMS PEI	R CAPITA	1.13		1.50	17.414-7	9.42	- 1	
			303			AL SQUARE	POOTAGE	2,691		4,104	
		1226-1		nit area )				net squar	participation of the second		
			SEAT-AR	25	16		28	400		700	
			SEAT-AR	35 35	0	2	4	180		140	
			SEAT-AR SEAT-AL	30	4		6	180 120		180	
			SEAT-AT	36	6		12	216		432	
			SEAT-AS	20			0	80		0	
			SEAT-AB	5	0		4			20	
			SEAT-CR	25	12		24	300		600	
			SEAT-CR	20	4		0	90		0	
		Children's lounge (Read Aloud)	SEAT-CL	30	0	4	4	0	120	120	
		Children's machine	SEAT-CR	36	0	4	9		144	298	
		Children's floor	SEAT-CF	5	0		8	0		40	
		Group study room	SEAT-AR	25	- 0		- 4	0		100	
			SEAT-AR	48	0		4	- 0	96	192	
			4L READE		41		110				
			F/TEMS/ SEAT-S	12	464	50	429 80		600	600	
		Mult-Purpose Meeting room Youth Program room	SEAT-CF	12	0		40	0		430	
		Training room	SEAT-AT	36			8			288	
		The state of the s	-	17.0		AL SOUARE	FOOTAGE	1,556		4,320	
			80	nit area	number e	funits		net squar	e footage		
	support	Service desk station	SVDSK-A	90	2	3	- 4	160	240	320	
			SELF-CK		0		1	0		40	
			SPO-G	24	1		1	24		24	
			SPO-H	16	0		1	- 0		16	
		Display/gallery	CASE-X	30	2		2	60		50	
			LIT-R	15	2		2	30		30	
		Discitonary stand	DCT-S	25	1	0	0	25		0	
		Pamphletfile Atlas casa	CASE-A	20	6	0	0	120		0	
		Workroom shelving	SHLV-X	9	4		10	36		90	
		Staff worktable	WKTBL-A		1	1	1	96		96	
		Work counter	CNTR-A	120	1	1	1	120		120	
			FILE-OL	20	1	0	0	20		0	
		Booktruck purking	BKTRK-A	8	3	6	10	24	48	80	
		Photocopier	COPY-B	48	1		2	48		96	
		Staff lounge	STFF-LO	120			1.5	0		190	
		Staff locker	STFF-LK	25			10	- 0		25	
		Supply cabinet	SPLY-C	36	3.0		1	108		36	
		Storage cabinet	STOR-C	48 90	0.35		1 2	28		48 160	
		Maintenance room Entrance lobby	MAINT-R ENT-LOB		0.35		1.5	120		160 225	
			LIB-CC	36	0.8		1.5	120		36	
		markly center than	100	30		AL SQUARE		1,044		1,682	
							UARE FEET			10,552	
				- 3			ns 'm-the-on"	426		918	
				3						9,634	
				1		TAL NET SQ	UARE FEET	5,040	My to the		
		Average Component Efficier	cy Factor -			TAL NET SQ	OTAL NASF			10,705	
		Average Component Efficier Existing Building Efficier		0.90	TO	TAL NET SQ		5,599	7,380		Restrooms part of Unassignable Space.
				- 0.90 - 0.90	BUILDIN	TAL NET SQ TO G GROSS SQ G TOTAL SQ	OTAL NASF UARE FEET UARE FEET	5,599 6,222 4,000	7,380 8,200 10,000	10.705 11.894 10.000	Restrooms part of Unassignable Space. Per capita SF now 0.21.
		Existing Building Efficien	cy Factor •	- 0.90 - 0.90 EXISTIN	BUILDIN	TAL NET SQ TO G GROSS SQ G TOTAL SQ	OTAL NASF UARE FEET	5,599 6,222	7,380 8,200 10,000 £800	10.705 11.894 10.000 (1.894)	Per capita SF now 0.21.
			cy Factor •	- 0.90 - 0.90 EXISTIN	BUILDIN	TAL NET SQ TO G GROSS SQ G TOTAL SQ OFOR	OTAL NASF JUARE FEET JUARE FEET ( under )	5,599 6,222 4,000 (2,222)	7,380 8,200 10,000 <i>L809</i> 10,000	10.705 11.894 10.000 (1.894) 11.894	
		Existing Building Efficien	cy Factor •	- 0.90 - 0.90 EXISTIN	BUILDING BUILDING	TAL NET SQ TO GROSS SQ GROSS SQ GROY PARKI	OTAL NASF UARE FEET UARE FEET	5,599 6,222 4,000	7,380 8,200 10,000 <b>£,800</b> 10,000 28	10.705 11.894 10.000 (1.894)	Per capita SF now 0.21.

BLOOMINGTON LIBRARY		New 20-Year I	Library Building		16-Oct-01	
Preliminary Estimate of Probable Cos.	t		3 0		9:30 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	44,000	\$8.50	\$374,000			
Construction	11,894	\$148.30	\$1,763,880	Assumes bid in second quarter of FY20		Y2002.
Contingency	11,894	\$14.83	\$176,388			
		SUBTOTAL	\$2,314,268	Construction \$/sf:	\$194.57	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	11,894	\$11.00	\$130,834	Assumes bid in FY2003.		
Moveable Furnishings & Equipment	11,894 \$30.00		\$356,820	Assumes bid in FY2003, includes IT.		IT.
		SUBTOTAL	\$487,654			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$336,231	% of Consturction + 1	S.	
		SUBTOTAL	\$336,231			
TOTAL BUIL	MATED COST	\$3,138,153	Total Project \$/sf:	\$263.84		
Relocation Costs	1		4-4-1			
Retocution Costs	number of units	average unit cost	total cost			
Moving to new building	22,000	\$0.50	\$11,000			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$11,000			
		505101112	<b>411,000</b>			
	GR	AND TOTAL	\$3,149,153	Total Project \$/sf:	\$264.77	
Escalation		percentage of	total			
2002		grand total	cost	D . 4.	<b></b>	
2003		4%	\$3,275,119	Project \$/sf:	\$275.36	
2004		4%	\$3,406,124	Project \$/sf:	\$286.37	
2005		4%	\$3,542,369	Project \$/sf:	\$297.83	
2006		4%	\$3,684,063	Project \$/sf:	\$309.74	
2007 2008		4% 4%	\$3,831,426 \$3,984,683	Project \$/sf:	\$322.13 \$335.02	
2008		4%	\$4,144,070	Project \$/sf: Project \$/sf:	\$348.42	
			, ,		\$340.42	
2010		4%	\$4,309,833	Project \$/sf:	Ф302.33	



Bloomington Branch Library

Bloomington Branch Library
Poor lighting, inadequate
PC furniture, spaghetti wiring





Bloomington Branch Library Staff break/work room, commincation, shipping/receiving room

**Bloomington Branch Library**Parking lot cracks, roof damage





Bloomington Branch Library Worn/torn carpet trip and fall hazards

**Bloomington Branch Library** Front door gaps





Bloomington Branch Library Uneven floor

**Bloomington Branch Library**Non ADA compliant restrooms



## CHINO HILLS BRANCH SAN BERNARDINO COUNTY LIBRARY

#### **Planning Recommendations**

An 8,700 SF leased building currently serves a population of 66,787<sup>1</sup>. Annual cost for the lease, which expires in June 2005, is \$25,200. The building was constructed in the Chino Hills Civic Center complex in 1992. The facility is located approximately 5 miles from the Chino Library.

A Facility Assessment revealed the following problems: an annual ant infestation; a window in the study room that is too difficult to open; aisle spacing that is barely adequate; no diaper-changing tables in restrooms; meeting room and staff room often become excessively warm; and inadequate seating for use of PCs.

The Library has a collection of 61,263 items, including periodicals, for an average of 0.92 per capita. There are 99 reader spaces and a meeting room with seating for 37. Circulation averages about 4.53 per capita.

By the year 2021 the Chino Hills service area population is estimated to be 73,368, a modest 10 percent increase over a 20-year period. However, because the current facility is already too small, cannot be expanded without eliminating most parking, and was never intended to be a permanent building for library services anyway, the consultants recommend that a new facility be built.

#### **PROJECT SIZE**

Assuming a net-to-gross efficiency factor of 75 percent, the consultants propose a one-story building of 32,684 SF, requiring 109 public and staff parking spaces. If population projections prove accurate, the new facility will increase the square footage per capita from the present 0.13 to 0.45 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To reach the goal of providing the Chino Hills area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

A collection size of 110,000 items, including 29,000 items for young people, 6,000 media items, and 245 current periodical subscriptions;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- A total of 236 reader spaces, including 44 machine stations (30 for adults, 14 for children), a 10-seat quiet room, 3 group-study rooms, and 4 tutoring/individual study rooms;
- Public meeting areas seating a total of 192, including a 120 seat multi-purpose meeting room, conference rooms seating a total of 20, a children's services program room with seating for 40, a training room (computers and other types of training) seating 12; and
- A full-time equivalent (FTE) staff of 23.5, including 1.5 maintenance personnel, plus 4.0 FTE volunteers.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the third quarter of FY 2004 with library furniture and information technology contracts awarded later that year and next, the estimated project cost for the Chino Hills Library is \$9,589,465. The project cost per SF is \$293.40. This includes an allowance of \$125,000 for 5,000 new materials and for moving costs from the current building into the new facility.

This is a Tier One project with an estimated completion date of late 2005/early 2006.

#### **SUPPORTING INFORMATION**

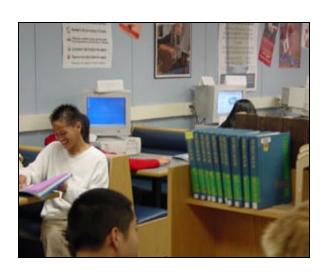
per Planni	Space Requirements ng Guidelines	Papulation		66,787	70,000	73,36B			2	16-Oct-01
Ametone'	personnel/space	space	square	existing.		7471		projected	5000	
component	designation	code	Just	302,605	420,000	2021 513.576	2001	2011	2021	Botes
	- 100-000	. U	DIT AFEA N		I personner		net square			From 453 to 7.00 per capita by 2021.
personner	Libratian II	PC-D	150	1.00		1.00	190	150	150	
	Libratian 1	SPO-D	48	0.00		3.00	. 0		144	
	Library Associate	SPO-D	48	0.00		3.00	0		144	
	Library Assistant 1	SPO-E	36	3.00		5.00	108	144	190	
	PSE Adult	SPO-F	24	3,4375		5.00	83	96	120	
	PSE Page	SPO-F	248	2.35		5.00	56	180	120	
		DO D		9.7875		Z2.00		450	450	
	PSE Maintenance Volunteer	PO-F	100	0.00 1.00		1.50 4.00	24		150 96	
	Animosi	SLO.L	64		AL SQUARE		421		1,104	
			oft area w		f volumes	PLOTOPICS.	461	704	1,104	
collections	Reference	SHLV-R	0.12	0		1,000	0	120	120	
2000014000)	Popular display	SHLV-B	0.20	300		400	60		120	
	Adult fiction	SHLV-A	0.08	0		29,500	- 0		2.360	
į.	Adult non-fiction	SHLV-A	0.10	0		40,000	0		4,000	
	Youfs Easy/Picture	SHLV-YE		0		8,000	0		400	
	Youth Piction/Nor-Fiction	SHLV-A	0.08		14,000	16,000	0	1,120	1,290	
	Young Adult	SHLV-A	0.09		4500	5,000	- 0	360	400	
	Media	SHLV-M	0.04			6,000	- 0	550	240	
	Total collection	SHLV-R	0.12	60,179		0	7,221		0	
	Current periodicals	SHLV-P	1.00	112		245	112		245	One subscription for every 300 persons.
	Backfile periodicals	SHLV-CR	0.10	672		3,668	67	350	367	Hardcopy backfile retention for two years.
			L ITEMS	61,263		110,013				
		TEMS PE	CAPITA	0.92		1.50	9.201	0.454	p man	
		122	nit are r		AL SQUARE.	-COTAGE	7.461	8.453 Contace	9.531	
4-14	A dich Formation		nit area w				net square			
seeting	Adult four-place	SEAT-AR	25	36		64	180	1,400	1.600	
1	Adult two-place	SEAT-AR SEAT-AR	35 35	0		10 10	190 190	290 290	350 350	
-	Adult one-place Adult lounge	SEAT-AL	30	B		12	240	300	350	
1	Adult mathins	SEAT-AT	36			30	288	792	1.080	
	Aduk index table	SEAT-AS	20	В		0	160		0	
	Adult bench	SEAT-AB	- 5	6		12	30	50	60	
	Children's four-place	SEAT-CR	25	20		40	500	800	1.000	
	Children's lounge (Read Aloud)		30	6		8	180	180	240	
	Children's machine	SEAT-CR	36		12	14	- 0	432	504	
	Children's floor	SEAT-CF	5	- 0	8	. 8		40	40	
	Quiet room	SEAT-AR	25			10	. 0		250	
	Group study 100m	SEAT-AR	25			14	150	350	350	
	Tutoring room	SEAT-AR	49			4 8	- 0	192	192	
		AL READE		99		236				
ij.		FITEMSI		619	497	455	444	1.445	4 445	
	Mult-Purpose Meeting room	SEAT-C	12 25	37		120 20	444	1,440	1,440	
1	Conference toom Youfs Program toom	SEAT-CF	12	0		40			490	
d	Training room	SEAT-AT	36	0		12	0		432	
	- Control of the cont	, , , , , , , , , , , , , , , , , , ,		SUBTOT	AL SOUARE		2.532		9,229	
			nit area N			194	net square			
	Service desk station.	SVDSR-A		4		7	320	490	560	
	Self-check station	SELF-CK	40			2	0		80	
-	DPAC station	SPO-G	24		4	4	120	96	96	
	Printer station	SPO-H	16	- 0		2			32	
	Display/gallety	CASE-X	225			2			450	
	Literature rack	LIT-R	15	. 0	4	4	0	60	60	
S S	Atlas case	CASE-A	25	1	0	0.00	- 25	0	0	
	Olobe	GLOB-X	25	0		1	0		25	
-	Workroom shelving	SHLV-X	9	6		16	54		144	
	Staff worktable	WKTBL-A		1 2		3	96		288	
	Work counter File rabinet	CNTR-A	120	2 B		2	160		240	
8	Booktruck pailung	FILE-OL BKTRK-A		5		20	40		150	
	Photocopier	COPY-B	48	2		3	96		144	
	Staff lounge	STFF-LO	225	0.3		1	68		225	
	Staff lockers	STFF-LK	2.5	0		28	0		70	
	Supply room	SPLY-R	120	0.7		1	84		120	
	Storage room	STOR-R	225	- 0		1	0	225	225	
	Maintenance room	MAINT-R	225	0		1	0		225	
	Entrance lobby	ENT-LOB		0.09		1	51		600	
	Library store	LIB-STOR		0.37	1	1	111		300	
	Library cuffee can	LIB-CC	36	1	1	1	36		36	
	Looding dock	LOAD-D	200	0		1	0		200	
	2.0.000000000	100000000000000000000000000000000000000	- 8		<i>AL SQUARE</i>		1,501		4,300	
1			- 8		TAL NET SQ		11.914		24.163	
1			3		e for collection		1.210		2.102	
		-	6.04	TO	TAL NET SQ		10,705		22,051	
	Average Component Efficie			BUILDE:		OTAL NASF	11.894		24.513	Postpooner uset of Descript No Occasi
	Existing Building Efficie	ich Lactor .			DOROSS SQ		13.215		27,236	Restrooms part of Unassignable Space.
			SAISTING	S BOTEDIN	3 TOTAL SQ		8,700 (4.515)	8,700 (16,045)	8,700 /10 52()	Per capita SF now 0.13.
					aret	(under)	100000	(40,040)		
	New Building Officience	v Factor -	0.75					20.604	22.6948	Per canita SE 0.45 by 2021
	New Building Efficienc	y Factor -	0.75		PARKII	NG SPACES	30	29,694	32,694 30	Per capita. SF 0.45 by 2021.
	New Building Efficience	y Factor -	0.75		PARKII PARKING G	NG SPACES UIDELINES	30 29	30	30	Per capita SF 0.45 by 2021.  One space per every 300 SF of building.

CHINO HILLS LIBRARY		New 20-Ye	ear Library Buildi	ng	16-Oct-01	
Preliminary Estimate of Probable Cost	<u> </u>				9:47 AM	
prepared by PROVIDENCE		c				
Construction Costs	square	unit	total			
Construction Costs	feet	cost/sf	cost	notes		
Site Development	130,000	\$8.50	\$1,105,000	noies		
Construction	32,684	\$148.30	\$4,847,037	Assumes hid in third	quarter of EV	2004
	,		. , ,	Assumes bid in third	quarter of F i	2004.
Contingency	32,684	\$14.83	\$484,704			
		SUBTOTAL	\$6,436,741	Construction \$/sf:	\$196.94	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	32,684	\$11.00	\$359,524	Assumes bid in FY20	004.	
Moveable Furnishings & Equipment	32,684	\$30.00	\$980,520	Assumes bid in FY20	005, includes	IT.
		SUBTOTAL	\$1,340,044			
Project Costs		percentage of construction	total cost			
Design Fees		12%	\$933,214	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$933,214			
TOTAL BUIL	DING ESTIM	IATED COST	\$8,709,999	Total Project \$/sf:	\$266.49	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	62,000	\$0.50	\$31,000			
New Materials	5,000	\$25.00	\$125,000			
	,	SUBTOTAL	\$156,000			
	GR	AND TOTAL	\$8,865,999	Total Project \$/sf:	\$271.26	
Escalation		percentage of	total			
EDUMENTE		grand total	cost			
2003		4%	\$9,220,639	Project \$/sf:	\$282.11	
2004		4%	\$9,589,465	Project \$/sf:	\$293.40	
2005		4%	\$9,973,043	Project \$/sf:	\$305.14	
2006		4%	\$10,371,965	Project \$/sf:	\$317.34	
2007		4%	\$10,786,844	Project \$/sf:	\$330.03	
2008		4%	\$11,218,317	Project \$/sf:	\$343.24	
2009		4%	\$11,667,050	Project \$/sf:	\$356.97	
2010		4%	\$12,133,732	Project \$/sf:	\$371.24	



# **Chino Hills Branch Library**

Chino Hills Branch Library Young Adult area





Chino Hills Branch Library Crowded conditions between 3 - 4 p.m.

Chino Hills Branch Library
Crowded conditions
during storytimes and programs



# FONTANA BRANCH KAISER BRANCH SAN BERNARDINO COUNTY LIBRARY

#### **Planning Recommendations**

A population of 128,929¹ is served by two locations. The older facility is a 13,058 SF building in the City's Civic Center. It was established in 1963 and remodeled in 1993. The facility is located approximately 7 miles from the Kaiser Library, 3 miles from the Bloomington Library, 4 miles from the Rialto Library, and 8 miles from the Grand Terrace Library. The Fontana Library has a collection of 83,861 items, including periodicals, for an average of 0.65 per capita. There are 94 reader spaces and a small meeting room with seating for 15. It has a circulation of about 1.3 per capita.

Fontana's second location is a 5,500 SF joint-use facility located on the campus of the new Kaiser High School. The building was opened in the summer of 1999 and the library opened in February 2000. The library is open to the general public Monday - Thursday, 3:00 p.m. - 8:00 p.m. It is also open to the public on Saturdays from 9:00 a.m. - 5:00 p.m. The facility houses a collection of 15,353 County materials, which augment the 21,984 items provided by the Fontana Unified School District. There are 95 reader stations, but no meeting rooms for public use. Circulation for FY 2001 was 43,613. Although this facility improves library access for residents in the southern part of Fontana known as Southridge, many library patrons from that area continue to use the Civic Center facility because it is open nearly twice as many hours as the Kaiser facility.

A Facility Assessment of the building in the Civic Center revealed the following problems: restrooms are poorly ventilated and contain no diaper-changing tables; restroom entrances that are not ADA compliant; overloaded electrical systems; inadequate bookstack lighting; constant temperature fluctuations; insufficient seating (especially at machine stations); inadequate telephone system; masonry deterioration; badly stained carpeting; and somewhat unsafe access from the parking lot to the building entrance.

By the year 2021 the Fontana Library service area population is estimated to be 215,937, an increase of 67.5 percent over a 20-year period. The 2000 Census report for Fontana shows a total population of 128,929, a 249 percent increase from the 1980 figure of 36,991. In order to offer adequate library service to residents within the service area, a major new building will be needed. The existing building cannot be expanded more than a few thousand square feet, and such expansion would result in the loss of virtually all parking for the facility. It is not feasible to expand the Kaiser building because of its location on the high school campus.

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

The consultants recommend the development of a new, and much larger, facility in Fontana. It is further recommended that this new facility serve as the primary "Resource Center" for the San Bernardino County Library System.

A "Resource Center" houses the largest collection of materials in the Library System, with in-depth resources on subjects of primary importance to the broad area it serves. A "Resource Center" Library also often houses one or more special collections and/or services. It usually includes one or more large meeting rooms, and now such amenities as a café, gift shop, copy center, ATM machine, and the like. The "Resource Center" Library should be open for use by the public seven days a week, for as many as 80 to 85 hours.

It is anticipated that the proposed Fontana facility would house all or a significant portion of the San Bernardino County Library's second level reference collection and would become the library system Reference Center. This means that other libraries in the County system, when unable to answer a patron inquiry from their own resources, would contact the Fontana Library reference staff for assistance. The Reference Center collection is currently housed at the Library Administration facility in San Bernardino.

#### PROGRAMMATIC RECOMMENDATIONS

The consultants recommend the following for a new Fontana Library; figures are for 2021.

- A collection size of 323,500 items, including 15,000 reference items, 12,000 media items, and 720 current periodical subscriptions;
- A total of 464 reader spaces, including 88 machine stations (60 for adults, 28 for children), a 20-seat quiet room, 5 group study rooms, and 12 tutoring/individual study rooms;
- Public meeting areas seating a total of 771, including a 450 seat raked-floor auditorium, a 175-seat multi-purpose meeting room, conference rooms seating 50, a children's services program room with seating for 60, and a training room (computers and other types of training) seating 36;
- Homework, career, and literacy centers; and
- A full-time equivalent (FTE) staff of 40, including a Literacy Specialist, 2.0 FTE maintenance personnel, plus 8.0 FTE volunteers.

#### **PROJECT SIZE**

Assuming a multi-story building (two or three levels) with a net-to-gross efficiency factor of 70 percent, the consultants propose a building size of 102,781 SF, requiring 257 public and staff parking spaces. If population projections are accurate, the new facility will increase the square footage per capita from the present 0.10 to 0.48 by the year 2021.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2002 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Fontana Library is \$28,040,068. The project cost per SF is \$272.81. This includes an allowance of \$2.5 million for the acquisition of 100,000 new items for the collection at an average cost of \$25 each, and moving costs from the current building into the new facility.

This is a Tier One project with an estimated completion date of mid-to-late 2005.

#### **SUPPORTING INFORMATION**

	per Planning	pace Requirements g Guidelines	Population	Building Served	128.929	166.B55	215,937	POINGES LI	way		16-Oct-01 RLW
		permanel/spece	grace	rgmere	exceting	projected					
	сатранент	designation	cede	LATION:	2003	583.993	2021	2000	2030	2020	Author
			40	SIT AFEA	aumber of p	ersonner	100	net square	Lootage		From 1.3 to 5.0 per capita by 2021.
	personnes		PD-D	190	1.00	1.00	1.00	150		150	
		Librarian I	SPO-E	64 d8	0.00	6.00 2.00		0		446	
		Library Associate Library Assistant	SPO-E SPO-E	48	1.975	5.00		95	240	384	
		Literacy Specialist	PO-E	120	0.875	100		105	120	120	
		PSE Adult	SPO-F	24	3.2875	6.00		79		192	
		PSE Page	SPO-F	24	3,175	7.50		76		240	
		707.	AL PTE PER		11.3125	28.50					
		PSE Montenance	PO-F	100	0.00	200		- 0		2009	
		Volunteer	SPO-F	24	3.00	6.00		72		192	
					number of v		RE FOOTAGE	475	1,508	t,920	
	collections	Deference	SHLV-R		0	15.000	15,000	0	1.800	L.B00	
5	CHIPELBOAS	Popular display	SHLV-R	0.12	300	5,000		60	1,000	1.000	
ï		Adult fiction	SHLV-A	0.09	0	50,000		0		6,400	
1		Adult non-fiction	SHLV-A	0.10	0	60.000		0	6.000	10.000	
1		Youth Eary/Picture	SHLV-YEP	0.05	. 0	20,000	30,000	. 0		1,500	
)		Youth Fiction/Non-fiction	SHLV-A	90.0	0	40,000		0		4,800	
		Young Adult	SHLV-A	90.08	0	6,000		. 0		800	
		Media Total Collection	SHLV-M	0.04	0 02 424	8,000		0.000		490	
		Total Collection Current periodicals	SHLV-R SHLV-P	1.00	B2.431	556		9.892 113	0 556	720	One subscription for every 300 persons
		Backfile penodicals	SHLV-CR	0.10	1.017	8,243		102	834	L 080	Hardcopy backfile retnetion for five years.
		The second second		L ITEMS	93,961	212.899		240	0,4	2700	The state of the s
			TTEMS PER		0.65	1.28			20000		
					SUBT	OTAL SQUA	RE POOTAGE	10,166	19.190	28,579	
				uit area	aumber of s			net square			
	seating	Adult four-place	SEAT-AR	25	44	120		1,100	3,000	3,500	
		Adult two-place	SEAT-AR	35	2			70		840	
		Adult one-place	SEAT-AL	35	0 4	16 14		120		840 600	
		Adult hrunge Adult machine	SEAT-AT	36	14	44		504		2.160	
		Adult index table	SEAT-AS	20	6	- 0		120	1.384	0.100	
5		Adult bench	SEAT-AB	5	0			0		110	
7		Children's faur-place	SEAT-CK	253	24	52		600	1.300	1.600	
1		Children's one-place	SEAT-CR	35%	.0			- 0		210	
)		Children's lounge (Read Aloud)		30	0			- 0		2.00	
1.		Children's machine	SEAT-CR	36	0			0		1,008	
		Children's floor	SEAT-CR SEAT-AR	25	0			0		500	
		Quiet room Group study room	SEAT-AR	25	0 0	16		0		500	
ì		Twoning room	SEAT-AR	46	0	12		0		576	
			TAL READS		94				- 10	9	
Ś.			OF ITEMS I		892	599	897		1000		
1		Auditorium	SEAT-AA	10	0	d50	450	. 0		4,500	
3		Multi-purpose meeting room	SEAT-S	12	15	175		180		2,100	
1		Conference room	SEAT-CF	25	0	50		0		1,250%	
		Youth program room Homework center	SEAT-C HOME-C	12 36	0			0		720 2.160	
		Career center	CAR-C	25	0	40		0		L.000	
		Literacy center	LIT-C	36	0	36		0		L-296	
		Training room	SEAT-AT	36	2	36	36	. 72	1.296	L.296	
		SPACE AND ADDRESS OF THE PARTY					RE POOTAGE	2,766	24292	27,086	
				uit area	number of t			net square			
		Service deak station	SVDSK-A	120		12		1,080		1,690	
	spices	Self-check station	SELF-CK	300	. 0			0		80	
		DPAC station Printer station	SPO-G SPO-H	24 16	B 0	8		192		192 64	
		Dtsplay/gallery	CASE-X	225	0.3	4		68		900	
		Literature rack	LIT-R.	15	4	6		60		90	
		Map case	CASE-M	40	1	- 2	2	40		90	
1		Pamphlet file	FILE-L	20	5		D (8)	100		03	
		Aflas case	CASE-A	25	1			25		03	
		Oloba Washington dialiting	OLOB-X	25				- 0	25	25	
		Warkroom shelving Staff worktable	WKTBL-A	96	4 3	30		36 288		324 384	
		Wark counter	CNTR-A	120	0			200		240	
		File cabinet	FILE-OL	20	6			120		0	
		Booktruck parking	BKTRK-A	8	19	30		152		288	
ं		Photocopier	COPY-B	49		4	4	144	192	192	
		Steff lounge	STFF-LO	400	0.45	- 1	188	180		400	
		Staff lockers	STFF-L	2.5	24			60		150	
		Supply room	SPLY-R	225 600	0.45	1	100	101 120		225 600	
			STOR-S	400	0.2			200		400	
		Starage room Maintenance room	MAINT-P		0.06	2		95		3.180	
		Maintenance room	MAINT-R ENT-L	1590			1	0		400	
		Maintenance room Entrance/Lobby	MAINT-R ENT-L LIB-STOR	1590 400	0.00	1	4.330				
		Maintenance room	ENT-L			1	1	0	400	400	
		Maintenance room Entrance/Lobby Library store	ENT-L LIB-STOR	400	0 0 0	1 1	1 1	0	400	400	
		Msintenance room Entrance/Lobby Library store Library café	ENT-L LIB-STOR LIB-OC	400 400	0 0 0 57/971	L 1. 27742. SQU44	1 1 RE FOOTAGE	3,061	400 10,327	400 10,694	
		Msintenance room Entrance/Lobby Library store Library café	ENT-L LIB-STOR LIB-OC	400 400	0 0 0 52/871	l OTAZ SQUAL DOTAL NET	1 1 <i>RE FOOTAGE</i> SQUARE FEET	0 3,061 16,468	400 10,327 55,317	400 10,694 68,279	
		Msintenance room Entrance/Lobby Library store Library café	ENT-L LIB-STOR LIB-OC	400 400	0 0 0 SZABAT Less allawa	L 2 <i>7742 SQUA</i> COTAL NET ince for collec	1 1 RE FOOTAGE SQUARE FEET tions 'in-the-su'	0 3,061 16,d68 2,068	400 10,327 55,317 4,725	400 10,694 68,279 7,425	
		Maintenance room Entance-Lobby Labrary store Labrary cafe Loading dock	ENT-L LIB-STOR LIB-OC LOAD-D	400 400 400	0 0 0 SZABAT Less allawa	L 2 <i>7742 SQUA</i> COTAL NET ince for collec	1 RE FOOTAGE SQUARE FEET tions 'in-the-sur' SQUARE FEET	0 3,061 16,468 2,068 14,400	400 10,327 55,317 4,725 50,592	400 10,694 68,279 7,425 60,854	
		Maintenance room Entance/Lobby Library store Library café Loading dock  Average Component Effici	ENT-L LIB-STOR LIB-OC LOAD-D	400 400 400 400	0 0 0 SZJBJI loss allawa	L OTAL SOMA  TOTAL NET INCO FOR COURCE FOTAL NET	1 1 RE FOOTAGE SQUARE FEET tions "In-the-sir" SQUARE FEET TOTAL NASF	0 3,061 16,468 2,068 14,400 16,941	400 10,327 55,317 4,725 50,592 59,521	400 10,694 68,279 7,425 60,854 71,594	Restroms part of Unassimable Space
		Maintenance room Entance-Lobby Labrary store Labrary cafe Loading dock	ENT-L LIB-STOR LIB-OC LOAD-D	400 400 400 - 0.85 - 0.90	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	L 107742 SQUAL POTAL NET INCE for collect FOTAL NET	1 1 RE FOOTAGE SQUARE FEET TOTAL NASF SQUARE FEET TOTAL NASF	0 3,061 16,468 2,068 14,400 16,941 18,824	400 10,327 55,317 4,725 50,592 59,521	400 10,694 68,279 7,425 60,854	Restroms part of Unissignable Space. Now 0.10 St per capita.
		Maintenance room Entance/Lobby Library store Library café Loading dock  Average Component Effici	ENT-L LIB-STOR LIB-OC LOAD-D	400 400 400 - 0.85 - 0.90	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	L 10774Z SQUEAL POTAL NET BEG for collect FOTAL NET ING GROSS ING GROSS	1 1 RE FOOTAGE SQUARE FEET tions "In-the-sir" SQUARE FEET TOTAL NASF	0 3,061 16,468 2,068 14,400 16,941 18,824 13,058	400 10,327 55,317 4,725 50,592 59,521 66,134	400 10.694 68.279 7,425 60.854 71.594 79.548	Restroms part of Unissignable Space Now 0.10 St per capita.
		Maintenance room Entance/Lobby Library store Library café Loading dock  Average Component Effici	ENT-L LIB-STOR LIB-OC LOAD-D  ency Factor •	400 400 400 - 0.85 - 0.90 EXD	0 0 0 .SZABIN tess allawa BUILD ETING BUILD	L 1 77742 SQUAL FOTAL NET nee for collec FOTAL NET ING GROSS ING GROSS	1 RE FOOTAGE SQUARE FEET TOTAL NASF SQUARE FEET TOTAL NASF SQUARE FEET SQUARE FEET SQUARE FEET	0 3,061 16,468 2,068 14,400 16,941 18,824 13,058 (5,766)	400 10,327 55,317 4,725 50,592 59,521 66,124 13,058 (52,076) 85,029	400 10,694 68,279 7,425 60,854 71,794 79,548 13,058 (86,490) 102,276	
		Maintenance room Entance/Lobby Library store Library café Loading dock  Average Component Effici Existing Building Effici	ENT-L LIB-STOR LIB-OC LOAD-D  ency Factor •	400 400 400 - 0.85 - 0.90 EXD	0 0 0 0 0 0 1 0 1 0 1 0 1 1 1 1 1 1 1 1	L 1 77AL SPIGAL POTAL NET INCE FOR COLLECT ING GROSS ING GROSS ENTE	1 AE FOOTAGE SQUARE FEET SQUARE FEET TOTAL NASF SQUARE FEET SQUARE FEET SQUARE FEET	0 3,061 16,468 2,068 14,400 16,941 18,824 13,058 (\$,766)	400 10,327 55,317 4,725 50,592 59,521 66,124 13,038 (\$2,076) 85,029 30	400 10,694 68,279 7,425 60,854 71,594 79,548 13,058 (66,499)	Now 0.10 St per capita.

FONTANA LIBRARY		New 20-Year	Library Building		16-Oct-01
Preliminary Estimate of Probable Cos	t		3		10:17 AM
prepared by PROVIDENCE	Associates In	c			
Construction Costs	square	unit	total		
	feet	cost/sf	cost	notes	
Site Development	210,000	\$8.50	\$1,785,000	10000	
Construction	102,781	\$148.30	\$15,242,422	Assumes bid in last q	uarter of FY2002.
Contingency	102,781	\$14.83	\$1,524,242	ĺ	
		SUBTOTAL	\$18,551,665	Construction \$/sf:	\$180.50
Move-In Costs	number	average	total		
	of units	unit cost	cost		
Shelving & Built-In Equipment	102,781	\$11.00	\$1,130,591	Assumes bid in FY20	03.
Moveable Furnishings & Equipment	102,781	\$30.00	\$3,083,430	Assumes bid in FY20	03, includes IT.
		SUBTOTAL	\$4,214,021		
Project Costs		percentage of	total		
		construction	cost		
Design Fees		12%	\$2,731,882	% of Consturction + I	Move-In Costs.
		SUBTOTAL	\$2,731,882		
TOTAL BUIL	LDING ESTIN	MATED COST	\$25,497,568	Total Project \$/sf:	\$248.08
Relocation Costs	number	anana a	total		
Relocation Costs	of units	average unit cost	cost		
Moving to new building	85,000	\$0.50	\$42,500		
New Materials	100,000	\$25.00	\$2,500,000		
		SUBTOTAL	\$2,542,500		
	GF	RAND TOTAL	\$28,040,068	Total Project \$/sf:	\$272.81
Escalation		percentage of	total		
Escuation		grand total	cost		
2003		4%	\$29,161,671	Project \$/sf:	\$283.73
2004		4%	\$30,328,137	Project \$/sf:	\$295.08
2005		4%	\$31,541,263	Project \$/sf:	\$306.88
2006		4%	\$32,802,913	Project \$/sf:	\$319.15
2007		4%	\$34,115,030	Project \$/sf:	\$331.92
2008		4%	\$35,479,631	Project \$/sf:	\$345.20
2009		4%	\$36,898,816	Project \$/sf:	\$359.00
2010		4%	\$38,374,769	Project \$/sf:	\$373.36



**Fontana Branch Library** 



Fontana Branch Library Additional services

# HESPERIA BRANCH SAN BERNARDINO COUNTY LIBRARY

#### **Planning Recommendations**

A very small 4,860 SF building currently serves a population of 62,582<sup>1</sup>. The library has been in this leased facility since late winter 1988, at an annual cost of \$43,945.68. The Hesperia Library is located approximately 9 miles from the Victorville Library and 12 miles from the Apple Valley Library.

A Facility Assessment revealed the following problems: restrooms are poorly ventilated and have no floor drains; persistent roof leaks (although the roof was replaced in 2000); poor lighting at the reference desk and in the children's area; carpeting that is stained and unraveling; the HVAC system is inadequate during most summer months; inadequate parking for the handicapped; and poor parking lot lighting.

The Library has a collection of 56,138 items, including periodicals, for an average of 0.90 per capita. There are 36 reader spaces and a meeting room with seating for 35. Circulation averages about 3.1 per capita.

By the year 2021 the Hesperia service area population is estimated to be 89,882, an increase of 44 percent over a 20-year period. The consultants recommend that a new facility be built to accommodate this growth.

#### **PROJECT SIZE**

Assuming a single story building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 40,526 SF, requiring 135 public and staff parking spaces. If population projections prove accurate, the new facility will increase the square footage per capita from the present 0.08 to 0.45 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Hesperia service area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

A collection size of 134,500 items, including 1,000 reference items, 7,750 media items, and 180 current periodical subscriptions;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- A total of 192 reader spaces, including 34 machine stations (22 for adults, 12 for children), a 10-seat quiet room, 2 group study rooms, and a tutoring/individual study room;
- Public meeting areas seating a total of 240, including a 150 seat multi-purpose meeting room, conference rooms with seating for 40, and a children's services program room with seating for 50;
- Homework, career and literacy centers; a training room (computers and other types of training); and
- A full-time equivalent (FTE) staff of 17.5, including 1.5 FTE maintenance personnel, plus 3.0 FTE volunteers

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the third quarter of FY 2003 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Hesperia Library is \$11,509,140. The project cost per SF is \$283.99. This includes an allowance of \$250,000 for the acquisition of 10,000 new collection items at an average cost of \$25 each, and moving costs from the current building into the new facility.

This is a Tier One project with an estimated completion date of mid-to-late 2005.

#### **SUPPORTING INFORMATION**

2		pace Requirements g Guidelines	Pepulotion	Building Served:	52.582 62.582	75,000	99,882	ARY-Hesp	eria Libiary		16-Ort-01
		personnel/spece	эрисе	square		projected			projected		
	component	designation	code	feet 3	193,979	2022	2021	2007	2011	2021	notes
			87.5	LATION of area o	number of	personnel	629.174	met square	toorage	- 8	From 3.1 to 7.0 per capita by 2021.
	personner		PU-D	190	1,00	1.00	1.00	190	150	150%	
		Librarian 1	SPO-D	48	0.00	1.00	2.00	0	48	96	
		Library Associate	SPO-E	48 36	1.00 2.075	1.00 3.00	400	48 75	48 108	48 144	
		Library Assistant 1 PSE Adult	SPO-F	249	0.50	1.50	2.00	12	36	48	
		PSE Page	SPO-F	24	2.875	4.00	6.00	69	96	144	
			FTEPER		7.45	11.50	16.00				
		PSE Maintenance	PO-F	100	0.00	1.50	1.50	.0	150	150	
		Volunteer	SPO-F	248	1.00		3.00	2.6	48	72	
						L SQUARE	FOOTAGE	378	684	852	
				ut area					40.0	47.5	
	collections	Reference Popular display	SHLV-R SHLV-B	0.12	300		1,000 500	60	120	120	
		Adult fiction	SHLV-A	0.08	0		42,000	0	2,720	3,360	
		Adult non-fiction	SHLV-A	0.10	0		54,000	0	4,400	5,400	
		Youts Easy/Ficture	SHLV-YE				8,000	0	338	400	
		Youth Fiction/Non-Fiction	SHLV-A	0.08		13,500	16,000	0	1,080	1,280	
		Young Afult	SHLV-A	0.08			4,000	- 0	240	320	
		Media	SHLV-M	0.04	0		7,750	0	200	310	
		Total collection	SHLV-R	0.12	SS,20B	0	0	6,625	0	400	
		Current periodicals	SHLV-P	1.00	90 540	150 900	1.079	90 54	150 90	190	One subscription for every 500 persons.
		Backfile periodicals	SHLV-CR	0.10 EAS	\$40 \$4,138	108,800	134,508	- 54	.90	108	Hardcopy backfile retention for two years.
			TEMS PER		0.90	1.45	1.50				
		10.				L SQUARE		6,829	9,438	11,578	
			44	it area a				net square			
	resting	Adult four-place	SEAT-AR	25	12	48	48	100	1.200	1.200	
		Aduk two place	SEAT-AR	35	0		θ	180	280	290	
		Adult one place	SEAT-AR	358	0		8	180	200	2903	
		Adult lounge	SEAT-AL	308	4 5	10	10	120	300	300	
		Adult mathins Adult index table	SEAT-AS	36	5	22	22	180	792	792	
		Aduk bench	SEAT-AB	58	0		8	0	40	40	
		Children's four-place	SEAT-CR	25	В		32	200	800	800	
		Children's one-place	SEAT-CR	35	0		6	. 0	210	210	
			SEAT-CL	301	0	6	6	0	180	180	
		Children's machine	SEAT-CR	368	0		12	0	432	432	
		Children's floor	SEAT-CF	58	. 0		8	0	40	40	
		Quietroom	SEAT-AR	25		10	10	- 0	250	250	
		Ocoup study soom	SEAT-AR SEAT-AR	25 48	6	10 d	10	150	250 192	250 192	ł ————————————————————————————————————
		Tutoring 100m	AL READS		36		192		196	1900	
			FITEMS P		1559	567	702				
1			SEAT-S	128	35	150	150	420	1.900	1.800	
1		Conference room	SEAT-C	25	0	40	40	0	1.000	1000	
)		Youfa Program room	SEAT-CF	129	0		50	0	600	600	
)			HOME-C	363	0	30	30	0	1.090	1090	
)		Career center	CAR-C LIT-C	25 36	0	30	30 30	0	750 1,090	750 1090	
		Literacy center Training center	SEAT-AT	369	0	24	24	ő	964	954	
		Trouble volume		- 1		L SQUARE		1.630	12,420	12,420	
ı,			01	it area s			84	net square			
	support	Service desk station	SVDSK-A	80	5	6	6	400	480	490	
	spaces	Self-check station	SELF-CK	40			2	0	80	80	
		DPAC station	SPO-G	240	4	2	2	96	48	48	
		Printer station Display/pallery	SPO-H CASE-X	16 225	0.0		2	0	32 225	32 225	
		Display/gallery Literature rack	LIT-R	15	2	4	4	30	60	50	
		Pamphletfile	FILE-L	20	5		0	100	0	- 0	
		Microform cabinet	MICRO-C		1	0	0	20	Ö	0	
		Atlas case	CASE-A	25	1	0	0	25	0	- 0	
		Dictionary stand	DICT-S	25 8	- 1	0	0	25	. 0	0	
		Globe Workroom shelving	GLOB-X	250			1	0		25	
			SHLV-X	9	6 2		16	54 192	144	144 192	
					4		2.00	172	12%	1723	
		Staff worktable	WKTBL-A				2.000	120	2.00	2403	
: : :			CMTR-A	120 20	1 2	2 0	2 0	120 40	240	240	
		Staff worktable Work counter		120 20	1 2 5	0			0		
		Staff worktable Work counter File cabinet	CMTR-A FILE-OL	120 20 8 48	2 5 1	0 16 2	0	40 40 48	0 128 96	0 128 96	
		Staff worktable Work counter File cabinet Booktruck parking Photocopter Staff lounge	CNTR-A FILE-OL BKTRK-A COPY-B STFF-LO	120 20 8 48 225	2 5 1 0.28	0 16 2	0 16 2 1	40 40 48 63	0 128 96 225	0 128 96 225	
		Staff worktable Work counter Pile cabinet Booktruck parlding Photiscopier Staff lounge Staff lounge	CMTR-A FILE-OL BKTRK-A COPY-B STFF-LO STFF-LK	120 20 8 48 225 2.5	2 5 1 0.28 0	0 16 2 1	0 16 2 1 2	40 40 48 63 0	0 128 96 225 55	0 128 96 225 55	
		Staff worktable Work counter File cabinet Bookruck parking Photocopier Staff lounge Staff lounge Stuff rocker Supply room	CMTR-A FILE-OL BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R	120 20 8 48 225 2.5 100	2 5 1 0.28 0	0 16 2 1 22	0 16 2 1 22 1	40 40 48 63 0 64	0 128 96 225 55 100	0 128 96 225 55 100	
		Staff worktable Work counter File cabinet Booktruck parking Photocopiet Staff louter Staff louter Supply trom Storage from	CNTR-A FILE-OL BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-S	120 20 8 48 225 2.5 100 120	2 5 1 0.28 0 0.64	0 16 2 1 22 1	0 16 2 1 22 1 1	40 40 48 63 0 64	0 128 96 225 55 100 120	0 128 96 225 55 100 120	
		Staff worktable Work counter Pile cabinet Booktruck parking Photocopier Staff louge Staff louge Staff louge Staff staff louge Maintenance room	CNTR-A FILE-OL BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-S MAINT-R	120 20 8 48 225 2.5 100 120 225	2 5 1 0.28 0 0.64 0	0 16 2 1 22 1 1 1	0 16 2 1 22 1 1 1	40 40 48 63 0 64 0	0 128 96 225 55 100 120 225	0 128 96 225 95 100 120 225	
		Staff worktable Work counter Pile cabinet Bookruck parking Photocopier Staff lounge Staff lounge Staff lounge Staff lounge Stopply room Storage room Maintenance room Entrance lobby	CNTR-A FILE-OL BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-S MAINT-R ENT-LOB	120 20 8 48 225 2.5 100 120 225 800	2 5 1 0.28 0 0.64 0 0	0 16 2 1 22 1 1 1	0 16 2 1 22 1 1 1 1	40 48 63 0 64 0	0 128 96 225 55 100 120 225 800	0 128 96 225 35 100 120 225 800	
		Staff worktable Work counter File cabinet Booktruck parking Photocopiet Staff louter Staff louter Supply trom Storage from Maintenance room Entrance lobby Library store	CNTR-A FILE-OL BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-S MAINT-R	120 20 8 48 225 2.5 100 120 225 800	2 5 1 0.28 0 0.64 0	0 16 2 1 22 1 1 1 1	0 16 2 1 22 1 1 1	40 40 48 63 0 64 0	0 128 96 225 55 100 120 225 800	0 128 96 225 95 100 120 225	
		Staff worktable Work counter Pile cabinet Bookruck parking Photocopier Staff lounge Staff lounge Staff lounge Staff lounge Stopply room Storage room Maintenance room Entrance lobby	CNTR-A FILE-OL BKTRK-A COPY-B STPF-LO STPF-LK SPLY-R STOR-S MAINT-R ENT-LOB LIB-STOR	120 20 8 48 225 2.5 100 120 225 900 120	2 5 1 0.28 0 0.64 0 0 0.055	0 16 2 1 22 1 1 1 1 1	0 16 2 1 22 1 1 1 1 1	40 48 63 0 64 0 0 44 60	0 128 96 225 55 100 120 225 800 120	0 128 96 225 55 100 120 225 800	
		Staff worktable Work counter Pile cabinet Booktruck parking Photicopier Staff louige Staff locker Supply room Storage room Maintenance room Entrance lobby Library store Library caffee cont	CNTR-A FILE-OL BKTRK-A COPY-B STPF-LO STPF-LK SPLY-R STOR-S MAINT-R ENT-LOB LIB-STOR LIB-OC	120 20 8 48 225 2.5 100 120 225 900 120	2 5 1 0.28 0 0.64 0 0.055 0.55	0 16 2 1 22 1 1 1 1 1 1 1 1	0 16 2 1 22 1 1 1 1 1 1 1 1 1 1 1	40 48 63 0 64 0 0 44 60 0	0 128 96 225 55 100 120 225 800 120 36 200 3.631	0 128 96 225 55 100 120 225 800 120 36 200 3,631	
		Staff worktable Work counter Pile cabinet Booktruck parking Photicopier Staff louige Staff locker Supply room Storage room Maintenance room Entrance lobby Library store Library caffee cont	CNTR-A FILE-OL BKTRK-A COPY-B STPF-LO STPF-LK SPLY-R STOR-S MAINT-R ENT-LOB LIB-STOR LIB-OC	120 20 8 48 225 25 100 120 225 900 120 36 200	2 5 1 0.28 0 0.64 0 0.055 0.55 0.5 0 0.055	0 16 2 1 22 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 16 2 1 22 1 1 1 1 1 1 1 1 1 1 1 1 FOOTAGE FEET	40 48 63 0 64 0 0 44 60 0 1,421 10,258	0 128 96 225 55 100 120 225 800 120 36 200 3,631 26,173	0 128 96 225 55 100 120 225 800 120 36 200 3,631 28,491	
		Staff worktable Work counter Pile cabinet Booktruck parking Photicopier Staff louige Staff locker Supply room Storage room Maintenance room Entrance lobby Library store Library caffee cont	CNTR-A FILE-OL BKTRK-A COPY-B STPF-LO STPF-LK SPLY-R STOR-S MAINT-R ENT-LOB LIB-STOR LIB-OC	120 20 8 48 225 25 100 120 225 900 120 36 200	2 5 1 0.28 0 0.64 0 0.055 0.55 0 0 <i>SUBTOTIA</i>	0 16 2 1 22 1 1 1 1 1 1 1 1 1 AL SOLARS	0 16 2 1 22 1 1 1 1 1 1 1 1 1 1 1 FEOTAGE UARE FEET IS "In the on"	40 48 63 0 64 0 0 44 60 0 1421 10.256 1,110	0 128 96 225 55 100 120 225 800 120 36 200 3,631 26,173 2,135	0 128 96 225 55 100 120 225 800 120 36 200 3,631 28,481 2,645	
		Staff worktable Work counter Pile cabinet Booktruck parking Photocopier Staff louter Supply room Storage room Maintenance room Entrance lobby Library store Library caffee cort Looding dock	CMTR-A FILE-OL BKTRF-A COPY-B STFF-LK SPLY-R STOR-S MAINT-R ENT-LOB LIB-STOR LIB-OC LOAD-D	120 20 8 48 225 2.5 100 120 225 800 120 36 200	2 5 1 0.28 0 0.64 0 0.055 0.55 0 0 <i>SUBTOTIA</i>	0 16 2 1 22 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 16 2 1 22 1 1 1 1 1 1 1 1 1 1 1 1 1 1 VOATE FEET	40 48 63 0 64 0 0 44 60 0 1.421 10.258 1,110 9,148	0 128 96 225 55 100 120 120 225 800 120 36 320 3631 26,173 24,138 24,038	0 128 96 225 55 100 120 225 800 120 36 200 3,631 28,481 2,645 25,836	
		Staff worktable Work counter Pile cabinet Booktruck parking Photocopier Staff louige Staff locker Supply room Storage room Maintenance room Entrance lobby Library store Library caffee cont Looding dock  Average Component Efficier	CMTR-A FILE-OL BKTRK-A COPY-B STFF-LO STFF-LS STOR-S MAINT-R ENT-LOB LIB-STOR LIB-OC LOAD-D	120 20 8 48 225 2.5 100 120 225 800 120 36 200	2 5 1 0.28 0 0.64 0 0.055 0.5 0.5 0.5 TOT	0 16 2 1 22 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 16 2 1 22 1 1 1 1 1 1 1 1 1 UARE FEET UARE FEET UARE FEET OTAL NASF	40 40 63 63 0 64 60 0 0 1,421 10,258 1,110 9,148 10,762	0 128 96 225 55 100 120 225 800 120 36 200 3,631 26,173 2,135 24,038	0 128 96 225 55 100 120 225 800 120 36 200 3,631 28,481 2,645 25,836 30,395	Dattooms not of Heavenmakle Space
8 4 4 5 5 5 5 7 7 7 8 8 8 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5		Staff worktable Work counter Pile cabinet Booktruck parking Photocopier Staff louter Supply room Storage room Maintenance room Entrance lobby Library store Library caffee cort Looding dock	CMTR-A FILE-OL BKTRK-A COPY-B STFF-LO STFF-LS STOR-S MAINT-R ENT-LOB LIB-STOR LIB-OC LOAD-D	120 20 8 48 225 2.5 100 120 225 900 120 36 200	2 5 1.1 0.28 0.64 0.055 0.55 0.5 0.5 5057076 TOT	0 16 2 2 1 1 22 2 1 1 1 1 1 1 1 1 1 1 1 1	0 16 2 1 2 1 1 1 1 1 1 1 1 1 UARE FEET UARE FEET UARE FEET UARE FEET UARE FEET	40 40 48 63 0 64 64 60 0 0 1421 10,256 1110 9,146 11798	0 128 966 225 55 100 120 36 200 36,363 26,173 2,135 24,038 28,299 31,422	0 128 96 225 55 100 120 225 800 120 36 200 3,631 2,645 25,836 30,395 33,772	Reitrooms part of Unossignable Space.
8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8		Staff worktable Work counter Pile cabinet Booktruck parking Photocopier Staff louige Staff locker Supply room Storage room Maintenance room Entrance lobby Library store Library caffee cont Looding dock  Average Component Efficier	CMTR-A FILE-OL BKTRK-A COPY-B STFF-LO STFF-LS STOR-S MAINT-R ENT-LOB LIB-STOR LIB-OC LOAD-D	120 20 8 48 225 2.5 100 120 225 900 120 36 200	2 5 1.1 0.28 0.64 0.055 0.55 0.5 0.5 5057076 TOT	0 16 2 2 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1	0 16 2 1 22 1 1 1 1 1 1 1 1 1 1 1 1 VARE FEET UARE FEET	40 48 63 0 64 64 60 0 0 1421 10,256 10,762 11,752 4860	0 128 96 225 55 100 120 120 120 120 120 120 120 120 120	0 128 96 6 225 55 100 120 225 800 120 3.631 28,431 2,643 2,643 2,643 3,075 3,075 4,860	Restrooms part of Unassignable Space. Fee capita SF now 0.08.
3 3 4 4 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5		Staff worktable Work counter Pile cabinet Booktruck parking Photocopier Staff louige Staff locker Supply room Storage room Maintenance room Entrance lobby Library store Library caffee cont Looding dock  Average Component Efficier	CMTR-A FILE-OL BKTRF-A COPY-B STFF-LO STFF-LO STFF-LO STFF-LO STFF-LO STFF-LO LOAD-D LIB-STOR LIB-STOR LIB-OC LOAD-D  Acty Factor -	120 20 8 48 225 25 100 120 225 800 120 36 200	2 5 1.1 0.28 0.64 0.055 0.55 0.5 0.5 5057076 TOT	0 16 2 2 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1	0 16 2 1 2 1 1 1 1 1 1 1 1 1 UARE FEET UARE FEET UARE FEET UARE FEET UARE FEET	40 48 63 0 64 64 60 0 0 1421 10,256 10,762 11,752 4860	0 1228 966 225 55 100 120 120 120 120 120 120 120 120 120	0 128 96 225 55 100 120 225 800 120 36 200 3,631 2,645 25,836 30,395 33,772	Pet capita SF now 0.08.
22 23 33 34 44 44 44 45 55 57 77 77 77 77 77 77 77 77 77 77 77		Staff worktable Work counter Pile cabinet Booktruck parking Photocopier Staff louige Staff locker Supply room Storage room Maintenance room Entrance lobby Library store Library caffee cont Looding dock  Average Component Efficier Entsting Building Efficier	CMTR-A FILE-OL BKTRF-A COPY-B STFF-LO STFF-LO STFF-LO STFF-LO STFF-LO STFF-LO LOAD-D LIB-STOR LIB-STOR LIB-OC LOAD-D  Acty Factor -	120 20 8 48 225 25 100 120 225 800 120 36 200	2 5 1.1 0.28 0.64 0.055 0.55 0.5 0.5 5057076 TOT	0 16 2 2 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1	0 16 2 1 22 1 1 1 1 1 1 1 1 1 1 1 1 VARE FEET UARE FEET	40 48 63 0 64 64 60 0 0 1421 10,256 10,762 11,752 4860	0 1228 966 225 55 1000 1200 1200 1200 1200 1200 12	0 128 96 225 55 100 120 225 800 36 200 3,631 28,491 2,645 2,645 3,035 30,395 33,772 4,880 4,880 4,881	Pet capita SF 0.45 by 2021.

HESPERIA LIBRARY		New 20-Ye	ar Library Buildi	ng	9-Oct-01	
Preliminary Estimate of Probable Cost					2:08 PM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	160,000	\$8.50	\$1,360,000			
Construction	40,526	\$148.30	\$6,010,006	Assumes bid in thir	d quarter of F	Y2003.
Contingency	40,526	\$14.83	\$601,001			
		SUBTOTAL	\$7,971,006	Construction \$/sf:	\$196.69	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	40,526	\$11.00	\$445,786	Assumes bid in FY2	2004.	
Moveable Furnishings & Equipment	40,526	\$30.00	\$1,215,780	Assumes bid in FY2	2004, includes	IT.
		SUBTOTAL	\$1,661,566			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$1,155,909	% of Consturction +	- Move-In Co	sts.
		SUBTOTAL	\$1,155,909			
TOTAL BUILI	DING ESTIM	IATED COST	\$10,788,481	Total Project \$/sf:	\$266.21	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	56,000	\$0.50	\$28,000			
New Materials	10,000	\$25.00	\$250,000			
		SUBTOTAL	\$278,000			
	CD	AND TOTAL	Ф11 ОСС 401	T . I D	ф2 <b>5</b> 2 0 <b>5</b>	
	GK	AND TOTAL	\$11,066,481	Total Project \$/sf:	\$273.07	
Escalation		percentage of	total			
		grand total	cost			
2003		4%	\$11,509,140	Project \$/sf:		
2004		4%	\$11,969,506	Project \$/sf:		
2005		4%	\$12,448,286	Project \$/sf:		
2006		4%	\$12,946,218	Project \$/sf:		
2007		4%	\$13,464,066	Project \$/sf:		
2008		4%	\$14,002,629	Project \$/sf:		
2009		4%	\$14,562,734	Project \$/sf:		
2010		4%	\$15,145,243	Project \$/sf:	\$373.72	



### Hesperia Branch Library

Hesperia Branch Library Light glare at circulation desk





**Hesperia Branch Library**Crowded shelves



Hesperia Branch Library Inadequate line of sight arrangement

Hesperia Branch Library
Bad traffic patterns
(entrance/circulation
desk too close together)





**Hesperia Branch Library** Workroom

## HIGHLAND BRANCH SAN BERNARDINO COUNTY LIBRARY

#### **Planning Recommendations**

A 10,000 SF building currently serves a population of 44,605<sup>1</sup>. The facility was built in 1975 by the City of Highland and purchased by the County Library in 1985. The Highland facility is located approximately 7 miles from the Loma Linda Library and 8 miles from the Mentone Library.

A Facility Assessment revealed the following problems: main entrance doors that are difficult for the elderly and physically challenged to open; an emergency exit door in need of repair; restrooms that are poorly ventilated and not ADA compliant; plumbing leaks in staff restroom; inadequate water pressure; poor air quality; excessive noise from HVAC system; inadequate heating in the computer training room during cold months; carpeting that is stained and in poor condition; stained ceiling tiles; and inadequate exterior lighting.

The Library has a collection of 70,208 items, including periodicals, for an average of 1.57 per capita. There are 72 reader spaces, one small conference room with seating for 8, and a computer training room (formerly the multi-purpose meeting room) seating 16. Circulation averages approximately 3.3 per capita.

By the year 2021 the Highland service area population is estimated to be 91,353, a significant increase of 106.8 percent in only 20 years. The consultants recommend that a new facility be built to accommodate this growth.

#### **PROJECT SIZE**

On the basis of a single level building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 41,098 SF, requiring 137 public and staff parking spaces. If population projections prove accurate, the new facility will increase the square footage per capita from the present 0.22 to 0.45 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Highland area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

A collection size of 136,800 items, including 2,000 reference items, 8,000 media items, and 305 current periodical subscriptions;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- A total of 256 reader spaces, including 50 machine stations (30 for adults, 20 for children), a 12-seat quiet room, 3 group-study rooms, and 6 tutoring/individual study rooms;
- Public meeting areas seating a total of 276, including a 200 seat multi-purpose meeting room, conference rooms seating a total of 20, a children's services program room with seating for 40, a training room (computers and other types of training) seating 16; and
- A full-time equivalent (FTE) staff of 25.25, including a Literacy Specialist and 2.0 FTE maintenance personnel, plus 4.0 FTE volunteers.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the first quarter of FY 2004 with library furniture and information technology contracts awarded later in the same year, the estimated project cost for the Highland Library is \$12,160,250. The project cost per SF is \$295.88. This includes an allowance of \$250,000 for the acquisition of 10,000 new collection items at an average cost of \$25 each, and moving costs from the current building into the new facility.

This is a Tier One project with an estimated completion date of 2005.

#### **SUPPORTING INFORMATION**

		pace Requirements g Ouidelines	Papulation	Building: 1 Served:	44.605	63.834	91,353	ari - ugi	tone riorary		16-Ort-01
	havetone!	personnel/spece	ipece	symas	estriding	projected		existing	projected		
	component.	desgantina	code .	feet	2001	2011	2021	2007	2011	2021	notes
				LATION	147,964	319,170	548,118	net square	tootage		Increase from 3.3 per capita to 6.0 by 2021.
4	personner	Lioranan ii	FU-D	150	1.00	personner 1.UU	1.00	150	150	150	
ď		Librarian 1	SPO-D	49	0.00		3.00	0		144	
		Library Associate	SPO-D	48	2.00		400	96		192	
i		Library Assistant 1	SPO-E	36	1.00		5.00	36	144	180	
1		Literacy Specialist	PCI-E	120	0.75		1.00	90	120	120	
t		PSE Adult	SPO-F	24	2.1625	3.00	4.00	52	72	96	
		PSE Page	SPO-F	24	3,9375	7.50	5.25	95	180	126	
			FTE PER		10.85	22.00	23.25				
		PSE Maintenance	PO-F	100	0.00		2.00	0	200	200	
		Volunteer	SPO-F	24	1.00	3.00	4.00	24	72	96	
3						AL SOCIARE		542		1.304	
1			101	nit area s	number o						
-4	allections	Reference	SHLV-R	0.12	0		2,000		240	240	
6		Popular display	SHLV-B	0.20	300		500	60	100	100	
7		Adult fiction	SHLV-A	0.08	0		40,000	0		3,200	
3		Adult non-fiction	SHLV-A	0.10	0		45,000	0		4.500	
1		Youth Easy/Picture	SHLV-YE		0		10,000	0		500	
3		Youn Fiction/Non-Fiction	SHLV-A	0.08	0		20,000	ő		1,600	
			SHLV-A	0.08	0		6,500	0		520	
		Young Adult Media	SHLV-M	0.04		6,000	8,000	0		320	
+					AM 1175						
		Total collection Current periodicals	SHLV-R	1.00	68.023 145		305	8.163 145		305	Des subscription for anoun 300 access
			SHLV-P			213			213		One subscription for every 300 persons.
		Backfile periodicals	SHLV-CR	0.10	L740	3.192	4568	174	319	457	Hardcopy backfile retention for five years.
		100	TEMS PE	L ITEMS	70.208		136,872				
			ESS PER	LAPITA	1.57	1.78	1.50	0.540	0.000	44 744	
9						AL SQUARE	POSTAGE:	8.542	9.832	11,741	
				of area a				net square	Section of the later of		
Ü	seeting	Adult four place	SEAT-AR	25	36		64	900	1,400	1.600	
		Aduk two-place	SEAT-AR	35	0		8 8	- 0		290	
		Adult one-place	SEAT-AR	35	10		12	350		420	
		Aduk lounge	SEAT-AL	30	3	10	12	90	300	360	
1		Adult mathins	SEAT-AT	36	5	24	30 🛞	190	954	1090	
		Aduk index table	SEAT-AS	20	6	0	0.0	120	0	0	
6		Adult bench	SEAT-AB	5	0	8	12 1	0	40	60	
7		Children's four-place	SEAT-CR	25	12	32	40	300	900	1.000	
3		Children's one-place	SEAT-CR	35	0	- 4	4	0	140	140	
2		Children's lounge (Read Aloud)	SEAT-CL	30	0	6	θ.	- 0	180	240	
0.		Children's machine	SEAT-CR	36		16	20.00	. 0	576	720	
1		Children's floor	SEAT-CF	5	. 0	В	12	0	40	60	
2		Quietroom	SEAT-AR	25	0	12	12	0	300	300	
3		Geoup study room	SEAT-AR	25	0	16	16	0	400	400	
4		Tutoring room	SEAT-AR	48	0	6	6	0	288	288	
5		72700	AL READS	R SE475	72	214	256				
6		RATIOO	FITEMS F	ER SEAT	975	5,82	535				
7		Mult-Purpose Meeting rosm	SEAT-S	12	0	200	200		2,400	2,400	
В		Conference room	SEAT-C	25	В	20	20 🗑	200	500	500	
9		Youts Program rosm	SEAT-CF	12	0	40	40	0	490	490	
)		Training room	SEAT-AT	36	16	16	16	576	576	576	
					SUBTOTA	AL SQUARE	FOOTAGE	2716		10,904	
			81	nit area s	number of	f units		met square	· footage		
	support	Service deck station	SVDSK-A	80	d		В	320	560	640	
1		Self-check station	SELF-CK	40	0		3	0		120	
1	.,	DPAC station	SPO-G	24		4	4	72		96	
		Printer station	SPO-H	16	0		2.0	0		32	
		Microform cabinet	MICRO-C		1	0	0.0	20		0	
1		Display/gallery	CASE-X	225	0.7		1.00	158		225	
1		Literature rack	LIT-R	15	4	4	4	60	60	60	
)		Pamphlet file	FILE-L	20	4		0	80		0	
		Atlas case	CASE-A	25	- 1	0	0	25		0	
		Globe	GLOB-X	25	0		1	0		25	
		Workroom shelving	SHLV-X	9	16		24	144		216	
		Staff worktable	WKTBL-A		2		3	192		298	
		Work counter	CNTR-A	120	0		2	0		240	
		File cabinet	FILE-OL	20	6		2	120		40	
		Booktrack parlung	BKTRK-A		16		18	128		144	
		Photocopies	COPY-B	48	3		3	144		144	
		Staff lourge	STFF-LO	225	0.55		1	124		225	
		Staff lockers	STFF-LK	2.5	12		30	30		75	
1		Supply room	SPLY-R	120	12		1	0		120	
		Storage room	STOR-S	225	0		1	0		225	
			MAINT-R		0		1	0		400	
		Maintenance room			0.48			384		800	
		Entrance lobby	ENT-LOB				1				
1		Library store	LIB-STOR		0.55		1	165		300	
		Library caffee cart	LIB-CAFE		- 0		1	0		36	
		Loading dock	LOAD-D	400	0	<del>-</del>	1	0		400	
9						42 SQUARE		2,165		4,851	
Ţ				- 8		TAL NET SQ		13,965		28.900	
4				3		for collection		1,366		2,600	
					TO		UARE FEET			26,200	
		Average Component Efficier					OTAL NASF			30.824	
		Enisting Building Efficier	icy Factor -				UARE FEET			34.249	Restrooms part of Unassignable Space.
			1				UARE FEET		10,000	10,000	Pet capita SF now 0.22.
							( under )			(24.249)	
			- Wanter	0.75				1860 300	36,748	41.098	Per capita SF 0.45 in 2021.
		New Building Efficiency	y Pactos -	0.13							
		New Building Efficiency	y Pactes -	0.73		PARKI	NG SPACES	- 44		30	
		New Building Efficienc	y Pactor -	0.73			NG SPACES UIDELINES		30	30	One space per every 300 SF of building,

	New 20-Ye	ear Library Buildir	ng	16-Oct-01	
:		•		10:19 AM	
	c				
square	unit	total			
•	cost/sf	cost	notes		
164,000	\$8.50	\$1,394,000			
41,098	\$148.30	\$6,094,833	Assumes bid in first	quarter of FY2	004.
41,098	\$14.83	\$609,483			
	SUBTOTAL	\$8,098,317	Construction \$/sf:	\$197.05	
1		4-4-1			
			A 1:1: EX70	20.4	
,	· ·				т
41,098			Assumes bid in FY20	JU4, includes I	1.
	SUBTOTAL	\$1,685,018			
	percentage of	total			
		cost			
	12%	\$1,174,000	% of Consturction +	Move-In Costs	S.
	SUBTOTAL	\$1,174,000			
DING ESTIM	MATED COST	\$10,957,335	Total Project \$/sf:	\$266.61	
number	average	total			
		cost			
71,000		\$35,500			
10,000	\$25.00	\$250,000			
	SUBTOTAL	\$285,500			
GR	AND TOTAL	\$11,242,835	Total Project \$/sf:	\$273.56	
	percentage of	total			
	U		D	\$304 FA	
			0 0		
			• •		
			ŭ v		
	4%	\$14,794,804	Project \$/sf:	\$359.99	
l .	+ 70	\$14,74,0U4	i rojeci \$/\$j:	φυυσ.σσ	
	4%	\$15,386,596	Project \$/sf:	\$374.39	
	square feet 164,000 41,098 41,098  number of units 41,098 41,098  DING ESTIN  number of units 71,000 10,000	Associates Inc	Square	Associates Inc	



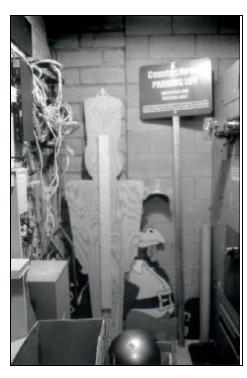
### Highland Branch Library

Highland Branch Library Reference Desk





Highland Branch Library Literacy



Highland Branch Library Multiplayer room

# RUNNING SPRINGS BRANCH SAN BERNARDINO COUNTY LIBRARY

#### **Planning Recommendations**

A tiny 789 SF building (the smallest in the County Library System) currently serves a population of 6,026<sup>1</sup>. The leased facility opened in 1958 and was remodeled in 1976. Cost for the lease is \$9,600 annually. The Running Springs Library is located approximately 10 miles from the Lake Arrowhead Library. The next closest is Crestline, which is 15 miles distant.

A Facility Assessment revealed the following problems: restrooms are not ADA compliant and lack diaper-changing tables; no fire or smoke alarms; an inadequate number of power outlets; windows are single pane without any insulation; lack of insulation for the evaporative cooler is a problem during cold weather; an inadequate telephone system; access to the site is poor; there is no sidewalk; parking is inadequate; signage is inadequate; and an unprotected exterior book drop results in damage to materials during inclement weather.

The Library has a collection of 14,757 items, including periodicals, for an average of 2.45 per capita. There are 18 reader spaces, but no meeting room. Circulation averages about 5.48 per capita.

By the year 2021 the Running Springs service area population is estimated to be 8,999, an increase of 49 percent over a 20-year period. Because the present building cannot be expanded, the consultants recommend a new facility to meet the needs of this growing community.

#### **PROJECT SIZE**

Assuming a single-level building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 6,211 SF, requiring 31 public and staff parking spaces. If population projections prove accurate the square footage per capita will increase from the present 0.13 to 0.69 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Running Springs area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

- A collection size of 16,760 items, including 90 current periodical subscriptions;
- A total of 60 reader spaces, including 14 machine stations (8 for adults, 6 for children) and 2 parent/child "read aloud" stations;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- ∠ Public meeting areas with seating for 30; and
- A full-time equivalent (FTE) staff of 2.80, plus .15 FTE maintenance personnel and 1.0 FTE volunteer staff.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the second quarter of FY 2003 with library furniture and information technology contracts awarded later that year, the estimated project cost for the Running Springs Library is \$1,732,113. The project cost per SF is \$278.88. This includes an allowance for moving costs from the current building into the new facility.

This is a Tier One project with an estimated completion date of 2004.

#### **SUPPORTING INFORMATION**

		pace Requirements g Guidelines	Prpulation	Building:	SAN BERN 6.026	IARDINO CC 7.364	OUNTY LIBS	SARY - Rum	ing Springs 1	Library	19-Oct-01
,	functione!	personnel/space	guce	square		projected	9,777	4)Octor	projected	- 8	
		A Section Company of the Company of			2001		2824	2001	2011	2014	
	component	designation	cade	feet		2011	2021	280	2011	2021	notes
				ILATION:	33.004 number e	51.546 (personne)	71.999	net square	tootage	- 8	From 5.40 to 8.0 per capita by 2021.
	personner	Центу догодате	SPO-U	48	1.00		1.00	48	48	48	
		Library Assistant 1	SPO-E	36	0.00	1.00	1.00		36	36	
		PSE Adult	SPO-F	24	0.1875		0.20	- 5		5	
		PSE Page	SPO-F	24	0.30		0.60	7		14	
			L FTE PER		1.4875		2.80			- 60	
1		PSE Maintenance	SPO-D	48	0.15		0.15	7	7	7	
,		Volunteer	SPO-F	24	1.00		1.00	24		24	
0		Antmirect	DIGIT	440	and the second second	AL SOLIARE.	and the second second second second	91		134	
1			-	off area x		f volumes	CUULAUE	71	130	1340	
			-								
2	collections		SHLV-R	0.12	0		100%	.0		12	
3		Popular display	SHLV-B	0.20	100		200 8	20		40	
4		Adult fiction	SHLV-A	0.08	0		5,000 @	0		400	
5		Adult non-fiction	SHLV-A	0.10	0	5,000	6,000	0	500	600	
6		Youth Easy/Picture	SHLV-YE	F 0.05	0	1,000	1,200	0	50	50	
7		Youth Firtion/Non-Fiction	SHLV-A	0.08	.0	2,000	2,400		160	192	
8		Young Adult	SHLV-A	0.08	0	300	500	0	24	40	
9		Media	SHLV-M	0.04	0	800	1.000	. 0	32	40	
0		Total collection	SHLV-R	0.12	14.377		0.8		0	0.0	
1		Current periodicals	SHLV-P	1.00	40		90 8	40		90	
2		Backfile periodicals	SHLV-CR		240		270	24		27	One subscription for every 100 persons.
3				L ITEMS	14.757		16,760		- 24	4/3	Hardcopy backfile retention for one year.
4			TEMS PE		2.45		1.86				conserved account resemble to the lett.
5			TESTO FEE	LOW TANK		AL SOUARE.		1,809	1.234	1.501	
				nit sees	number o						
6							- 2	net squar			
7		Adult four-place	SEAT-AR	25	В		16	200		400	
В		Adult two-place	SEAT-AR	35	0		2 8	180		70	
9		Adult lounge	SEAT-AL	30	- 0		48	- 0		120	
0		Adult machine	SEAT-AT	36	- 2	24.	8	72		288	
1		Adult bench	SEAT-AB	5	0	2	2 8	. 0	10	10	
2		Children's four-place	SEAT-CR	25	В	12	128	200	300	300%	
3		Children's lounge (Read Aloud)		30	0		2	0		60	
4		Children's machine	SEAT-CR	36	0		6			216	
5		Chiléren's floor	SEAT-CF	5	0		8	0		40	
6			AL READE		18		60		7.5	7.0	
7			OF ITEMS I		820	274	279				
8		Mult-Purpose Meeting cosm	SEAT-S	12	020		30		360	350	
9		waster onboto rateontif rough	erui.6	12		AL SQUARE.		652		1,954	
0				uit area X	number o	~	- 56	net square		1,804	
					number o						
1		Service desk station	SVDSK-A		1	1	1			90	
2	spaces	OPAC station	SPO-G	24	0		18			24	
3		Printer station	SPO-H	16	0		1			16	
4		Display/gallery	CASE-X	30	. 0		1	0		30	
5		Literature rack	LIT-R	15			2 🖁			30	
6		Workroom shelving	SHLV-X	9	- 0	4	.4	- 0	36	36	
7		Staff worktable	WKTBL-A	96	0	1	1	0	96	96	
В		Work counter	CNTR-A	120		1	18		120	120	
9		Booktruck parking	BKTRK-A				4	0		32	
0		Photocopier	COPY-B	48	0	1	1 8	0		48	
1		Staff lounge	STFF-LO	120			1		1000	120	
2		Staff locker	STFF-LK	2.5	0	4	6			15	
3		Supply cabinet	SPLY-C	36	0		1	0		36	
4			STOR-S	100		- 71	18			100	
5		Storage room.			0		18			90	
6		Maintenance 100m	MAINT-R		0		1	0		- 00	
		Entrance lobby	ENT-LOB			- 5				120	
7		Library cuffee cast	LIB-OC	36			TOOTLOT			36	
B						AL SQUARE.		80		1.019	
9				100		TAL NET SQ				4,518	
0				18		e for collection				326	
1					10	TAL NET SQ				4.192	
2		Average Component Efficier					OTAL NASP		4,140	4,658	
3		Existing Building Efficien	ncy Factor -	0.90	BOILDING	GROSS 9Q	UARE FEET	2,892	4,600	5,176	Restrooms part of Unassignable Space.
		57% - 70	10	EXISTING	BUILDIN	TOTAL SQ	UARE FEET	789	789	789	Per capita SF now 0.13.
4				1			( under )		(3,811)	(4.387)	
									2 544	4.544.20	A
5		New Building Efficienc	y Factor -	0.75					6.211	0.211 @	Per capita SF 0.69 by 2021.
5		New Building Efficienc	y Factor -	188		PARKI	NG SPACES	4		6.211	Per capita SF 0.69 by 2021.
4 5 6 7 8		New Building Efficienc	y Factor -	0.75		PARKII PARKING G	NG SPACES		4	4	Per capita SF 0.69 by 2021.  One space per every 200 SF of building,

RUNNING SPRINGS LIBRARY		New 20-Y	ear Library Buildin	ng	16-Oct-01	
Preliminary Estimate of Probable Cos	t				10:20 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	25,000	\$8.50	\$212,500			
Construction	6,211	\$148.30	\$921,091	Assumes bid in secon	nd quarter of I	FY2003.
Contingency	6,211	\$14.83	\$92,109			
		SUBTOTAL	\$1,225,700	Construction \$/sf:	\$197.34	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	6,211	\$11.00	\$68,321	Assumes bid in FY2	003.	
Moveable Furnishings & Equipment	6,211	\$30.00	\$186,330	Assumes bid in FY2	003, includes	IT.
		SUBTOTAL	\$254,651			
Project Costs		percentage of	total			
<u> </u>		construction	cost	0, 10		
Design Fees		12%	\$177,642	% of Consturction +	Move-In Cost	ts.
		SUBTOTAL	\$177,642			
TOTAL BUIL	DING ESTIN	MATED COST	\$1,657,994	Total Project \$/sf:	\$266.94	
Relocation Costs	number	average	total			
Retocution Costs	of units	unit cost	cost			
Moving to new building	15,000	\$0.50	\$7,500			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$7,500			
	GR	AND TOTAL	\$1,665,494	Total Project \$/sf:	\$268.15	
Escalation		percentage of	total			
2003		grand total 4%	\$1,732,113	Project \$/sf:	\$278.88	
2004		4%	\$1,801,398	Project \$/sf:	\$290.03	
2005		4%	\$1,873,454	Project \$/sf:	\$301.63	
2006		4%	\$1,948,392	Project \$/sf:	\$313.70	
2007		4%	\$2,026,328	Project \$/sf:	\$326.25	
2008		4%	\$2,107,381	Project \$/sf:	\$339.30	
2009		4%	\$2,191,676	Project \$/sf:	\$352.87	
2010		4%	\$2,279,343	Project \$/sf:	\$366.98	



**Running Springs Branch Library** 



Running Springs Branch Library
Entire library

# VICTORVILLE BRANCH SAN BERNARDINO COUNTY LIBRARY

#### **Planning Recommendations**

A 7,500 SF building currently serves a population of 64,029<sup>1</sup>. The city-owned facility, which opened in 1971, is operated under a joint powers agreement (JPA). The Victorville Library is located approximately 7 miles from the Apple Valley Library and about 9 miles from both the Adelanto and Hesperia libraries.

A Facility Assessment revealed the following problems: restrooms are not ADA compliant, poorly ventilated, and lack diaper-changing tables; carpeting is stained and exhibits a lot of duct-tape patching; cost of maintaining an aging HVAC system is constantly increasing; many ceiling tiles are damaged or stained; interior walls need painting; exterior walls are cracked; the parking lot needs of re-surfacing; and the outside lighting is poor.

The Library has a collection of 64,891 items, including periodicals, for an average of 1.01 per capita. There are 62 reader spaces, but no meeting room. Circulation averages about 3.1 per capita.

By the year 2021 the Victorville service area population is estimated to be 150,303, a significant increase of 134.4 percent over a 20-year period. The consultants believe that a new facility is definitely necessary to accommodate this growth.

#### PROJECT SIZE

Assuming a one-story building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 67,259 SF, requiring 168 public and staff parking spaces. If population projections prove accurate, the square footage per capita will increase from the present 0.12 to 0.45 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Victorville area with adequate library service through 2021, the consultants recommend that the new facility include the following:

- A collection size of 225,100 items, including 3,000 reference items, 12,500 media items, and over 300 current periodical subscriptions;
- A total of 300 reader spaces, including 46 machine stations (30 for adults, 16 for children), a quiet room, three group-study rooms, and 8 tutoring/individual study rooms;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- Public meeting areas with seating for 290, including a 200 seat multi-purpose meeting room, conference rooms seating a total of 40, a children's services program room with seating for 50;
- Homework, career and literacy centers; a training room (computers and other types of training); and
- A full-time equivalent (FTE) staff of 28.5, including two FTE maintenance personnel, plus four FTE volunteers.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the first quarter of FY 2004 with library furniture and information technology contracts awarded later in the year, the estimated project cost for the Victorville Library is \$19,749,831. The project cost per SF is \$293.64. This includes an allowance of \$375,000 for the acquisition of 15,000 new collection items at an average cost of \$25 each, and moving costs from the current building into the new facility.

This is a Tier One project with an estimated completion date of 2006.

#### **SUPPORTING INFORMATION**

		pace Requirements g Guidelines	Pepulation	Building: Served:	64,029	98,430	150,303	en c - victi	A THE LIDION		19-Oct-01
	Ametone'	personnel/spece	гресе	square	existing				projected		
ļ	component	designation	cada	Test	2001	2011	2021	2001	2011	2021	notes
				MATICAL	198.505 Bumber e	personner	901,810	net squere	Loolage		From 3.1 to 6.0 by 2021.
†	personner	Librarian II	PU-D	150	1.00		1.00	150	150	150	
		Libratian 1	SPO-D	48	0.00	2,00	3.00	. 0	96	144	
			SPO-D	48	1.00		400	48		192	
1			SPO-E	363	1.55		6.00	56		216	
1			SPO-F	24	1.4875		400	36		96	
			SPO-F	24	3.1625		8.50	76	120	204	
			FTE PER		8.20		26.50		225		
g			PO-F	1000	0.00		2.00			200	
4		Volunteer	SPO-F	24	1.00		400	24		96	
4						AL SQUARE	FOOTAGE:	389	992	1,298	
				of area		f valumes			-222		
4	collections		SHLV-R	0.12	. 0		3,000	0		350	
4			SHLV-B	0.20	200		500	40		100	
			SHLV-A	0.08	0		69,000 80,000	0		5.440 8.000	
			SHLV-A SHLV-YE	0.10 E 0.05	0		16,000	0		800	
H			SHLV-A	0.08	0		32,000	0		2,560	
			SHLV-A	0.00	0		11,000	0		890	
			SHLV-A	0.04	0		12,500	0		500	
1			SHLV-M	0.12	63,816		12,500	7,658	300	0.00	
1			SHLV-P	1.00	125		301	125	197	301	One subscription for every 500 persons.
			SHLV-CR	0.10	750		1,804	75		180	Hardcopy backfile retention far two years.
		Secretary ferriances		L ITEMS	64.891	128.378	225,104		110	100	same of a comme second ref and lasts.
			TEMS PER		1.01		1.50				
ij		,	1 - 1			AL SOUARE		7.090	10,935	19.121	
i		Section 1	101	it area			200	net square		9	
	seating	Adult four-place	SEAT-AR	25	36		84	900	2.100	2.100	
ì			SEAT-AR	35	0		16			550	
1			SEAT-AR	35	Ĭ		16	0		560	
ì			SEAT-AL	30	1	14	14	30		420	
			SEAT-AT	36	11		30	396		1.080	
i			SEAT-AB	58			12	0		50	
			SEAT-CR	25	14		49	350	1,200	1.200	
,		**************************************	SEAT-CR	35	- 0		10	- 0		350	
		Children's lounge (Read Aloud)		30	0		8	0		240	
			SEAT-CR	36	0		16			576	
1			SEAT-CF	58	0		12			60	
1			SEAT-AR	253			10			250	
		Group study room	SEAT-AR	25	0	16	16	0	400	400	
2			SEAT-AR	49	0	9.	9	0	384	384	
3			AL READE	R SE475	62	300	300				
4		R4770 0	FITEMS P	ER SEAT	1047	439	797				
5		Mult-Purpose Meeting room	SEAT-S	128		200	200	- 0	2,400	2,400	
6		Conference room	SEAT-C	25		40	40	. 0	1,000	1000	
7		Youft Program room	SEAT-CF	128	0	50	50	0	600	600	
3		Homework center	HOME-C	36		40	40	- 0		1440	
1		Career center	CAR-C	25		40	40	. 0		1000	
		Literacy center	LIT-C	36			40	- 0		1440	
		Training room	SEAT-AT	36			36	. 0		1296	
4						AL SOLIARE.	FOOTAGE.	1,676	17,416	17.416	
			80	iit arva 🦠	c number o	f units		met square	footage .		
1			SVDSR-A	120	6	9	9	720	960	1.090	
	spaces		SELF-CK	40			3	0		120	
ų.		DPAC station	SPO-G	24	10	6	6	240	144	144	
1		Printer station	SPO-H	16	- 3	4	- 4	49	64	64	
4			CASE-X	225	0.3		3	68		675	
1			LIT-R	15	2		4	30		60	
1			CASE-A	25	1	0	0	25		0	
4			SHLV-K	9	2	20	20	19		190	
1			WKTBL-A				4			384	
			CNTR-A	120	0		3			350	
4			BKTRK-A		В	1	20	64		160	
			COPY-B	48	2	4	4	96		192	
			STFF-LO	300	0.155		1 26	-47		300	
			STFF-LK	25	0		36	0		90	
H			SPLY-R	150		1	1	0		150 400	
			STOR-S	400	0.125		1			400	
1			MAINT-R ENT-LOB		0.125		1	50 30		1200	
4											
1			LIB-C	225	0	7.	1			225	
		Looding dock	LOAD-D	400	CURTOT		ECOTAGE	1.006		400	
				- 8		4L SQUARE.		1,435		6,584	
1				9		TAL NET SQ		11,390		44,419	
				3		for collection		1,280		4,400	
		American Co	en Cont	0.05	10	TAL NET SQ		10,118		40,019	
4		Average Component Efficien			PUR DO		OTAL NASF	11.904		47.081	Rostroome part of Decesionable Server
4		Existing Building Efficien	rà Larrot			DROSS SQ		13,226		52.312	Restrooms part of Unassignable Space.
				SALE CINE	BUILDIN	3 TOTAL SQ		7,500		7,500	Per capita SF now 0.12.
		New Dodding City	- Eveter	0.70		over	(under)	(5,726)	(36,065)		Day canida CD 0 45 hrs 2024
		New Building Efficience	Pactor -	0.70					56,012	67,259	Per capita, SF 0.45 by 2021.
d						PARTON	MICHARDA	,600	.85	45.0	
1				227771 - 3		PARKII PARKING G	NO SPACES	40 38		40 158	One space per every 400 SF of building,

VICTORVILLE LIBRARY		New 20-Y	ear Library Buildin	ıg	16-Oct-01	
Preliminary Estimate of Probable Cost	!				10:21 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	260,000	\$8.50	\$2,210,000			
Construction	67,259	\$148.30	\$9,974,510	Assumes bid in first	quarter of FY2	2004.
Contingency	67,259	\$14.83	\$997,451			
		SUBTOTAL	\$13,181,961	Construction \$/sf:	\$195.99	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	67,259	\$11.00	\$739,849	Assumes bid in FY2004.		
Moveable Furnishings & Equipment	67,259	\$30.00	\$2,017,770	Assumes bid in FY20	Т.	
		SUBTOTAL	\$2,757,619			
Project Costs		percentage of	total			
D : E		construction	cost	0/ 60 /	W I C	
Design Fees		12%	\$1,912,750	% of Consturction + Move-In Costs.		
		SUBTOTAL	\$1,912,750			
TOTAL BUIL	MATED COST	\$17,852,329	Total Project \$/sf:	\$265.43		
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	65,000	\$0.50	\$32,500			
New Materials	15,000	\$25.00	\$375,000			
		SUBTOTAL	\$407,500			
	GRAND TOTAL		\$18,259,829	Total Project \$/sf:	\$271.49	
Escalation		percentage of	total			
Liboumitoit		grand total	cost			
2003		4%	\$18,990,222	Project \$/sf:	\$282.34	
2004		4%	\$19,749,831	Project \$/sf:	\$293.64	
2005		4%	\$20,539,825	Project \$/sf:	\$305.38	
2006		4%	\$21,361,418	Project \$/sf:	\$317.60	
2007		4%	\$22,215,874	Project \$/sf:	\$330.30	
2008		4%	\$23,104,509	Project \$/sf:	\$343.52	
2009		4%	\$24,028,690	Project \$/sf:	\$357.26	
2010		4%	\$24,989,837	Project \$/sf:	\$371.55	



Victorville Branch Library

Victorville Branch Library Crowded reading area





Victorville Branch Library Wasted space



Victorville Branch Library
Parking lot damage

Victorville Branch Library Interior wall crack and earthquake damage





Victorville Branch Library Work room

# Tier 2 Projects

### BARSTOW BRANCH SAN BERNARDINO COUNTY LIBRARY

### **Planning Recommendations**

An 8,534 SF building, which opened in 1974, currently serves a population of 21,119<sup>1</sup>. The library closest to Barstow is Victorville, approximately 31 miles to the south.

A Facility Assessment revealed the following problems: an overloaded electrical system; rodent infestation; no diaper-changing tables in restrooms; constant temperature fluctuations; inadequate bookstack lighting; insufficient seating (especially at machine stations); an inadequate telephone system; masonry deterioration; badly stained carpeting; and somewhat unsafe access from the parking lot to the building entrance.

The Library has a collection of 57,077 items, including periodicals, for an average of 2.70 per capita. There are 63 reader spaces, but no meeting room. Circulation averages about 3.7 per capita.

By the year 2021 the Barstow service area population is estimated to be 29,594, an increase of 40 percent over a 20-year period. The consultants believe that optimal public library service in the Barstow area can best be achieved by developing a new, joint-use facility in partnership with Barstow College. While the consultants are not familiar with past public discussion, it is understood that there is some local resistance to this idea. Nevertheless, such a facility could accommodate all of the programmatic recommendations needed to provide quality public library service. It is highly recommended that the issue be revisited.

#### PROJECT SIZE

Assuming a one-story building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 19,816 SF, requiring 99 public and staff parking spaces. If population projections prove accurate, the new facility will increase the square footage per capita from the present 0.40 to 0.67 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Barstow area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

A collection size of 57,780 items, including 1,000 reference items, 4,000 media items, and 148 current periodical subscriptions;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- A total of 124 reader spaces, including 26 machine stations (18 for adults, 8 for children), an 8-seat quiet room, 2 group-study rooms, and 2 tutoring/individual study rooms;
- Public meeting areas with seating for 162, including a 100 seat multi-purpose meeting room, conference rooms seating a total of 20, a children's services program room with seating for 30, a training room (computers and other types of training) seating 12; and
- A full-time equivalent (FTE) staff of 6.4, including a Literacy Specialist, plus 1.0 FTE volunteer. The College would provide maintenance.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2006 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Barstow Library is \$6,224,870. The project cost per SF is \$314.13. This includes an allowance for moving costs from the current building into the new facility.

This is a Tier Two project with an estimated completion date of early 2008.

Should a joint-use facility with the college not materialize, it is recommended that the current facility be renovated and that the vacant bookmobile garage be utilized for additional space.

### **SUPPORTING INFORMATION**

	pace Requirements g Guidelines	Pepulotion	Building: i Served:	21.119	25,000	29,594	one i Delli	- manuay		22-Oct-01
functional	personnel/space	зрисе	square		projected	-		projected		
component	designation	code	feet.	2002	2022	2022	2001	2011	2027	Box 274 5000 costs by 2024
		CANCA	ULATION	77.529 number 6	107.500 personner	147.970	net squar	e sootage		From 3.7 to 5.0 per capita by 2021.
personner	LIDERIIAN I	PU-E	120	1.00	1,00	1.00	120		120	
	Library Associate	SPO-D	48	1.00		2.00	46		96	
	Library Assistant I	SPO-E	36	2.00		1.00	72		36	
	Literacy Specialist PSE Adult	PO-E SPO-F	100	0.925		0.00	93		100	
	PSE Page	SPO-F	24	1.7375		1.40	42		34	
		FTEPER		6.6625		6.40	-	- 02		
	PSE Maintenance	PO-F	100	0.1125		0.00	11	0	0	
	Volunteer	SPO-F	24	1.00		1.00	. 24	24	24	
				SUBTOTA	AL SQUARE	FOOTAGE	409	407	410	
			ult area 3		f volumes					
		SHLV-R	0.12	- 0		1,000			120	
	Popular display	SHLV-B	0.20	300		300	- 60		60	
	Adult fiction Adult non-fiction	SHLV-A SHLV-A	0.08	0		18,000 20,000	0		2,000	
	Youth Eary/Ficture	SHLV-YE				4,000			200	
	Youth Fiction/Non-Fiction	SHLV-A	0.08	0		8,000			640	
	Young Adult	SHLV-A	0.08	. 0		1.000	, c		90	
	Meda	SHLV-M	0.04	- 0		4,000			160	
	Total collection	SHLV-R	0.12	56,127	0	0	6,735		0	
	Current periodicals	SHLV-P	1.00	65		148	65		148	One subscription for every 200 persons.
	Backfile periodicals	SHLV-CR	0.10	585		1,332	59	113	133	Hardcopy backfile retention for three years
			L ITEMS	57,077		57,780				
		TEMS PER	LAPITA	2.70	1.74 42 SQUARE	1.95	6.919	3.763	4.981	
		- 101	ut area y			TOVINOE:	net squar		4.901	
	Adult four-place	SEAT-AR	25	16		32	400 400		900	
	Aduk two-place	SEAT-AR	35	0 0		4	180		140	
	Adult one-place	SEAT-AR	35	2		6	180		210	
	Adult launge	SEAT-AL	30	7		6	210		180	
	Adult machine	SEAT-AT	36	10		18	360		648	
	Adult index table	SEAT-AS	20	4	0	Ú	90	. 0	.0	
	Adult bench	SEAT-AB	5		- 4	- 4			20	
	Children's four-place	SEAT-CR	25	24		16	600		400	
	Children's lounge (Read Aloud)		30	0		4			120	
	Children's machine	SEAT-CR	36	- 0		8			288	
	Children's floor	SEAT-CF	25	0		6	0		30 200	
-	Quiet room Group study room	SEAT-AR SEAT-AR	25	0		10			250	
	Tutoring room	SEAT-AR	49	0		2			96	
		AL READS		63		124				
		F/TEMS F		906	395	466				
	Mult-Purpose Meeting rosm	SEAT-S	12	0	100	100		1,200	1,200	
	Conference (som	SEAT-C	25	0		20			500	
	Youth Program rosm	SEAT-CF	12	0		30			350	
	Training toom	SEAT-AT	36	- 0		12			432	
		-			AL SQUARE	FOOTAGE:	2.010		5,874	
-	2		nit area y	k bumber e			net squar		-	
	Service desk station Self-check station	SVDSK-A SELF-CK	90	0	4	4	160		320 40	
speces	OPAC station	SPO-G	24	- 0	1	1	24		24	
	Printer station	SPO-H	16	0		1	0		16	
	Display/gallery	CASE-X	225	0.25		1	56		225	
	Literature rack	LIT-R	15	3	4	4	45		60	
	Map case	CASE-M	40	1	1	1	-40	40	40	
	Pamphletfile	FILE-L	20	- 6	3	0	120		0	
	Affect case	CASE-A	25	1	0	0	25		0	
	Workroom shelving	SHLV-X	9	2	8	10	18		90	
	Staff worktable Work counter	WKTBL-A	120	1	2	2	96 120		192 120	
	Booktruck parking	CNTR-A BKTRK-A		1		10	32		90	
	Photocopier	COPY-B	49	, ,	2	2	46		96	
	Staff locker	STFF-LK	2.5			8	- 0		20	
	Staff lounge	STFF-LO	120	0		1			120	
	Supply room	SPLY-R	120	1.2	1	1	144		120	
	Storage room	STOR-S	225	0		1			225	
	Maintenance room	MAINT-R				1			225	
	Entrance lobby	ENT-LOB		0.4		1	90		225	
	Library coffee cart	LIB-CC	36	0		1			36	
	Loading dock	LOAD-D	2001	0	dentify the bound between the first	1	1.015		200	
					AL SOUARE		10,356		2,474	
			- 8			UARE FEET no "in-the-air"			1,106	
			3			UARE FEET			12.633	
	Average Component Efficier	cy Factor -	0.85	-10		OTAL NASF			14.862	
				BUILDING		UARE FEET			16.513	Restrooms part of Unassignable Space.
		cy Factor .	0.90 =	S DOLLDING	Section of the					
	Existing Building Efficier	cy Factor •				UARE FEET			8.534	Per capita SF now 0.40.
		icy Factor •			OTAL SQ		8.534		8.534 (7.979)	
			EXISTING		TOTAL SQ OPEN	UARE FEET	8.534 (3,529)	8.534 (6,241) 17,730	(7, <i>979)</i> 19,816	Per capita SF now 0.40.
	Existing Building Efficier		EXISTING		O TOTAL SQ OPEN PARKI	UARE FEET	8.534 (3,529)	8.534 (6.241) 17,730 30	(7,979)	

BARSTOW LIBRARY *		New 20-Ye	ar Library Buildir	ng	16-Oct-01	
Preliminary Estimate of Probable Cost			•		10:25 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	80,000	\$8.50	\$680,000			
Construction	19,816	\$148.30	\$2,938,713	Assumes bid in last of	uarter of FY2	006.
Contingency	19,816	\$14.83	\$293,871			
		SUBTOTAL	\$3,912,584	Construction \$/sf:	\$197.45	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	19,816	\$11.00	\$217,976	Assumes bid in FY20	007.	
Moveable Furnishings & Equipment	19,816	\$30.00	\$594,480	Assumes bid in FY20	007, includes 1	T.
		SUBTOTAL	\$812,456			
Project Costs		percentage of	total			-
210,000 0000		construction	cost			
Design Fees		12%	\$567,005	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$567,005			
TOTAL BUILI	DING ESTIN	MATED COST	\$5,292,045	Total Project \$/sf:	\$267.06	
Relocation Costs	number	average	total			
Trestantian Costs	of units	unit cost	cost			
Moving to new building	58,000	\$0.50	\$29,000			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$29,000			
	GR	RAND TOTAL	\$5,321,045	Total Project \$/sf:	\$268.52	
Escalation		percentage of	total			
2002		grand total	cost	D 1 .4/4	<b>4.5 6. 6.</b>	
2003		4%	\$5,533,887	Project \$/sf:	\$279.26	
2004		4%	\$5,755,242	Project \$/sf:	\$290.43	
2005		4%	\$5,985,452	Project \$/sf:	\$302.05	
2006		4%	\$6,224,870	Project \$/sf:	\$314.13	
2007 2008		4% 4%	\$6,473,865 \$6,732,819	Project \$/sf:	\$326.70 \$339.77	
2008		4%	\$7,002,132	Project \$/sf: Project \$/sf:	\$353.36	
2010		4%	\$7,002,132	Project \$/sf:	\$367.49	
2010		470	ψ1,404,411	Frojeci \$/sj:	φ <b>3</b> 07.49	
* Based upon a new joint-use facility w	rith Barstow	College.				



**Barstow Branch Library** 

Barstow Branch Library
Crowded work/break room





**Barstow Branch Library**Public restrooms

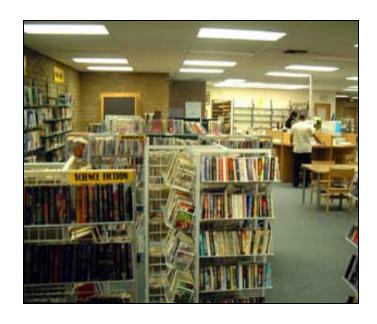
Barstow Branch Library Inadequate lighting over stacks





**Barstow Branch Library** Lack of adequate seating at PC's

Barstow Branch Library Crowded areas





Barstow Branch Library Children's area

### CHINO BRANCH SAN BERNARDINO COUNTY LIBRARY

### **Planning Recommendations**

A 10,600 SF building currently serves a population of 67,168<sup>1</sup>. The building, which opened in 1972 and was remodeled in 1997, operates as a County Library branch under a joint powers agreement (JPA). The facility is approximately 4 miles from the Montclair Library and 7 miles from the Chino Hills Library.

A Facility Assessment revealed the following problems: the fire alarm system malfunctions and is not connected to the local fire department; no diaper-changing table in restrooms; staff restroom is not ADA compliant; telephone system needs upgrading; there are temperature fluctuations as a result of an inadequate HVAC system; and seating at Internet terminals is poorly designed.

The Library has a collection of 63,679 items, including periodicals, for an average of 0.95 per capita. There are 91 reader spaces and one meeting room with seating for 40. Circulation averages about 2.7 per capita.

By the year 2021 the Chino service area population is estimated to be 77,180, an increase of 14.8 percent over a 20-year period. Because the current facility is severely undersized and there is no room for expansion, the consultants recommend that a new facility be built.

### PROJECT SIZE

Assuming a one-story building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 34,533 SF, requiring 115 public and staff parking spaces. If population projections prove accurate, the new facility will increase the square footage per capita from the present 0.16 to 0.45 by the year 2021.

### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Chino area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

- A collection size of 115,500 items, including 3,000 reference items, 8,000 media items, and 257 current periodical subscriptions;
- A total of 202 reader spaces, including 36 machine stations (24 for adults, 12 for children), a 10-seat quiet room, 3 group study rooms, and 4 tutoring/individual study rooms;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- Public meeting areas seating a total of 192, including a 120 seat multi-purpose meeting room, conference rooms seating a total of 20, a children's services program room with seating for 40, a training room (computers and other types of training) seating 12; and
- A full-time equivalent (FTE) staff of 21.7, including a Literacy Specialist and 2.0 FTE maintenance personnel, plus 3.0 FTE volunteers.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2006 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Chino Library is \$11,102,996. The project cost per SF is \$321.52. This includes an allowance of \$250,000 for the acquisition of 10,000 new collection items at an average cost of \$25 each, and moving costs from the current building into the new facility.

This is a Tier Two project with an estimated completion date of early 2008.

### **SUPPORTING INFORMATION**

	per Plannin	pace Requirements g Guidelines	Population		67,168	72,000	77,180				22-Oct-01
		personnel/space	зрисе	square		projected	****		projected	2001	
	сопровеня	designation	code	LATION	2001	2011	2021 385.900	2001	2011	2021	Pron. 2.7 to 5.0 per capita by 2021.
			40	H area	K BUMBEL OF	personner	- 0	not square			Print 27 to 30 per capita sy 2021
	personne)	Librarian II	FO-D SFO-U	150	U.00 1.00	200	2.00	U 64	150	150 128	
	_		SPO-D	48	1.00	3.00	4.00	48	144	192	
		Library Associate Library Assistant I	SPO-E	36	1.00	400	5.00	36	144	190	
	_	Literacy Specialist	PO-E	120	0.6125	1.00	1.00	74	120	120	
		PSE Adult	SPO-F	243	1.925	3.50	4.00	46	84	96	
		PSE Page	SPO-F	24	3.7625	2.25	3.70	90	54	89	
)			L FTE PERS	CONNEL	9.30	15.75	19.70				
ľ		PSE Maintenance	PO-F	100	0.00	2.00	2.00	0	200	200	
1		Volunteer	SPO-F	24	1.00	2.00	3.00	24	49	72	
3						IL SQUARE.	FOOTAGE	382	922	1,077	
4			20	it area	x number at	ratumes					
5	collections		SHLV-R	0.12	U	3,000	3,000	Ü	360	360	
ń		Popular display	SHLV-B	0.20	300	500	500		100	1008	
7		Adult fiction	SHLV-A	0.08	0		28,000	- 0	2.080	2.240	
8	_	Adult non-fiction	SHLV-A	0.10	. 0		36,000	0	3,200	3,600	
9	1	Youth Easy/Picture	SHLV-YEP	0.05	. 0	8,000	10.000	0	400	500	
0		Youth Fiction/Non-Fiction	SHLV-A	0.08	0		20,000	0	1,280	1,600	
1 2		Young Adult Media	SHLV-A	0.08	0	5,750	7.500	0	460	600	
	1	Media Total collection	SHLV-M SHLV-R	0.12	62,679	6,000	8,000	7,521	240	320	
		Ourrent periodicals	SHLV-R	1.00	130	240	257	130	240	257	One subscription for every 300 persons.
		Bockfile periodicals	SHLV-CR	0.10	790	2,160	2.315	70	216	292	Hardcopy backfile retention for three years.
5		essente benomen		L ITEMS		99,650	115,573	10	610	6763	range of a comment of an angelians
7			ITEMS PER			1.38	1.50				
3				1		L SQUARE.		7,789	8,576	9,809	
,			80	it eree				net square			
0	ceating	Adult four-place	SEAT-AR	25	40	44	52	1.000	1.100	1,300	
í	- Funds	Adult twe-place	SEAT-AR	35	0		8	2,000	210	280	
2		Adult one-place	SEAT-AR	35	0	6	8	0	210	280	
3		Adult lounge	SEAT-AL	30	24	8	8	720	240	240	
4		Adult machine	SEAT-AT	36	В	20	24	288	720	864	
5		Adult beach	SEAT-AB	5	. 5	8	10	25	40	508	
ñ		Children's four-place	SEAT-CR	25	В	28	32	200	700	BOD	
7		Children's one-place	SEAT-CR	35	. 0	6	6	0	210	210	
В		Children's lounge (Paud Aloud)	SEAT-CL	30	.0	4	6	.0	128	180	
9		Children's machine	SEAT-CR	36	0	10	12	- 0	360	432	
0		Children's floor	SEAT-CF	5	0	В	В	0	40	40	
1		Quietroom	SEAT-AR	25	0	10	10	0	250	250	
2		Group study room	SEAT-AR	25	6	10	14	150	250	350	
3		Tutoring room	SEAT AR	483	. 0	4	4	. 0	192	192	
4			TAL READE			172	202				
5			OF ITEMS P			529	572				
6		Multi-Purpose Meeting room	SEAT-S	12	40	120	120	480	1,440	1,440	
7 B	1	Conference room	SEAT-C	25	0	20	20	0	500	500	
9		Youth Fragram room	SEAT-CF	12 36	0	40 12	40 12	. 0	480 432	480 432	
0	_	Training 100m	SEAT-AT	003	00	L SQUARE		2,863	7,494	8,320	
1			20	It area	x number of			net square		0,240	
2	compart	Service desk station	SVDSK-A	120	5		7	600	720	840	
3	the second secon	Self-check station	SELF-CK	40	0	2	2	0.00	80	800	
4	speces	OPAC station	SPO-G	24	6		4	144	96	96	
5		Printer station	SPO-H	16	. 0	2	2	0	32	321	
5		Display/gallery	CASE-X	225	0.15	1	1	34	225	225	
7		Literature rack	LIT-R	15	1	4	4	15	60	.60	
B		Dictionary stend	DICT-S	25	1	0	0	25	0	0.0	
9		Alles case	CASE:A	25	1	0	0.00	25	0	0.8	
0		Globe	GLOB-X	25	0	1	1	0	25	25	
1		Workroom shelving	SHLV-X	9	0		14	72	108	126	
ž		Staff worktable	WKTBL-A	96	2	2	2	192	192	192	
3		Work counter	CNTR-A	120	0		2	0	240	240	
4		Ple cabinet	FILE-OL	20	3		2	60	60	40	
5		Booktruck parking	BKTRK-A	83	θ		16	64	112	128	
5	4	Photocopier	COPY-B	48	1		2	48	96	96	
7	4	Staff lounge	STFF-LO	225	0		1	0	225	225	
9		Staff locker	STFF-LK	2.5	0		24	0	60	600	
9		Supply room	SPLY-R	120	0		1	. 0	120	120	
0	1	Storage room	STOR-S	400	0		1	0	400	400	
	4	Maintenance room Entrance lobby	MAINT-R		0.45			360	800	800	
2			ENT-LOB	360			1	360			
4	4	Library store	LIB-STOR	64	1 0		1	360	360	360 64	
5	_	Library coffee curt	LIB-CC	400	0		1	0	64 400	400	
S		Loading tock	LOAD-D	4003		1 L SQUARE		1,999	4.875	5.009	
7	_			- 3		AL NET SQ			21,867	24,215	
9				1	en ellowente				1.885	2,200	
	1			- 1		AL NET SQU			19,982	22.015	
٠		Average Component Efficie	ency Earles -	0.05	101		OTAL NASF		23,508	25,900	
		Existing Building Efficie			BUILDING	GROSS SQ			25,120	28,777	Restrooms part of Unassignable Space.
)		and any control of the	racius =		O BUILDING				10,600	10,600	Per capita SF now 0.16.
)				PUP ITTE	O DOLLDING		( under )	(4.790)	(15,520)	(18, 177)	a straight at the worth
0 1 2 3											
0 1 2 3		New Railding Efficien	cy Factor -	0.75		20023		[4,750]			Per canita SE 0.45 hv 2021
1		New Building Efficien	cy Factor -	0.75					31,344	34,533	Per capita SF 0.45 by 2021. Shared mares now.
)		New Building Efficien	cy Factor -	0.75			NG SPACES	100		34.533 100	Per capita SF 0.45 by 2021, Shared spaces now. One space per every 300 SF of building.

CHINO LIBRARY		New 20-Year I	Library Building		16-Oct-01	
Preliminary Estimate of Probable Cost					10:26 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	138,000	\$8.50	\$1,173,000			
Construction	34,533	\$148.30	\$5,121,244	Assumes bid in last of	uarter of FY2	006.
Contingency	34,533	\$14.83	\$512,124		1	
or y	7	SUBTOTAL	\$6,806,368	Construction \$/sf:	\$197.10	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	34,533	\$11.00	\$379,863	Assumes bid in FY20	007.	
Moveable Furnishings & Equipment	34,533	\$30.00	\$1,035,990	Assumes bid in FY20	007, includes 1	T.
		SUBTOTAL	\$1,415,853			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$986,667	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$986,667			
TOTAL BUIL	DING ESTIN	MATED COST	\$9,208,888	Total Project \$/sf:	\$266.67	
Relocation Costs	number	average	total			
1000 Costs	of units	unit cost	cost			
Moving to new building	64,000	\$0.50	\$32,000			
New Materials	10,000	\$25.00	\$250,000			
	,	SUBTOTAL	\$282,000			
	GR	AND TOTAL	\$9,490,888	Total Project \$/sf:	\$274.84	
Escalation		percentage of	total			
2002		grand total	cost	<b>D</b> • • • •	<b>440 -</b> 05	
2003		4%	\$9,870,523	Project \$/sf:	\$285.83	
2004		4%	\$10,265,344	Project \$/sf:	\$297.26	
2005		4%	\$10,675,958	Project \$/sf:	\$309.15	
2006		4%	\$11,102,996	Project \$/sf:	\$321.52	
2007		4%	\$11,547,116	Project \$/sf:	\$334.38 \$347.75	
2008		4%	\$12,009,001	Project \$/sf:	\$347.75 \$361.66	
2009		4%	\$12,489,361	Project \$/sf:	\$361.66 \$376.13	
2010		4%	\$12,988,935	Project \$/sf:	\$376.13	



**Chino Branch Library** 

Chino Branch Library Circulation desk/entry (traffic flow problems)





Chino Branch Library
Workroom area where
multiplexer juts into traffic
flow for delivery/staff



Chino Branch Library Crowded tables/OPAC's/ reference desk

Chino Branch Library Crowded children's reading area





Chino Branch Library "Blind" view of stacks (non-fiction corner)

### LAKE ARROWHEAD BRANCH SAN BERNARDINO COUNTY LIBRARY

### **Planning Recommendations**

A 5,513 SF building currently serves an estimated population of 12,802<sup>1</sup>. The building was remodeled in 1989 (date of construction is believed to be 1971). The facility is leased by the County Library from a private company at an annual cost of \$66,760. The lease expires in May 2003. The libraries closest to the Lake Arrowhead are Crestline and Running Springs, located about 7 and 9 miles away respectively.

A Facility Assessment revealed the following problems: restrooms are poorly ventilated and have no diaper-changing tables; restroom facilities back-up often; tile in one restroom is loose; roof leaks; ceiling tiles in children's area are stained; occasional power surges and fluctuations, lighting often out due to short lifespan of bulbs; some older light fixtures have fallen; rodent infestation; worn and stained carpeting; peeling paint in some parts of the building; inadequate power outlets; drafts in building due to gaps in doors; and an inadequate number of parking spaces.

The Library has a collection of 32,066 items, including periodicals, for an average of 2.50 per capita. There are 41 reader spaces, a meeting room with seating for 40, and a two-person training room. Circulation is very high at 6.54 per capita.

By the year 2021 the Lake Arrowhead service area population is estimated to be 23,783, an increase of 86 percent over a 20-year period. Because the current facility cannot be expanded the consultants recommend that a new facility be built to accommodate this growth.

### PROJECT SIZE

Assuming a single-level building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 9,667 SF, requiring 48 public and staff parking spaces. If population projections prove accurate, the new facility will have a square footage per capita of 0.41 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Lake Arrowhead area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

A collection size of 35,726 items, including 11,100 items for children and young people, 1,300 media items, and 119 current periodical subscriptions;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- A total of 66 reader spaces, including 16 machine stations (10 for adults, 6 for children) and 2 tutoring/individual study rooms;
- Public meeting areas with seating for 68, including a 60 seat multi-purpose meeting room, a training room (computers and other types of training) seating 8; and
- A full-time equivalent (FTE) staff of 7.20, including a Literacy Specialist, plus .50 FTE maintenance personnel and 1.0 FTE volunteer staff.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2007 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Lake Arrowhead Library is \$3,149,165. The project cost per SF is \$325.76. This includes an allowance for moving costs from the current building into the new facility.

This is a Tier Two project with an estimated completion date of 2008.

### **SUPPORTING INFORMATION**

		pace Requirements g Guidelines	Pepulation	Building: Served:	SAN BERN 12,802	17,449	23,783	RARY - Lalce	Arrowhead l	цагиу	22-Ort-01
	hinctone!	personnel/space	space	square	existing	projected		existing	projected		
	component	designation	code	feet	2001	2011	2021	2001	2011	2021	notes
		2 1 2 Marie 13	CIRCL	LATION	83,683	183.216	285,399		or 22 11 1		From 6.54 to 12.0 per capita by 2021.
	personnel	Lahraman I	SFO-U	nt area x	<b>number a</b> 1.00	personnel 1.00	1,00	e met square 48		48	
	possumes	Proceedings of the Company of the State of t	SPO-E	36	1.00		1,00	36	- 18414	36	
		Library Assistant 1 Literacy Specialist	SPO-D	48	0.75		0.75	36		36	
		PSE Adult	SPO-F	24	1.325		1.75	32		42	
		PSE Page	SPO-F	24	1.10		2.70	26		65	
			L FTE PER		5.175		7.20	20	40	- 008	
		PSE Maintenance	SPO-D	48	0.00		0.50	0	24	24	
)		Volunteer	SPO-F	24	1.00		1.00	24		24	
í		Amarice)	arv r	240	Contract to the second section of the second	AL SOLIARE		202		275	
2			- m	iit area x	number o	(in the section) and the section of	PERSONALIZ.	202	240		
	callections	n-forms		0.12	0		300	0	36	36	
	сицесции		SHLV-R SHLV-B	0.20	300		300	60	60	50	
4		Popular display Adult fiction	SHLV-B	0.08	500			0		900	
6						100000	11.250				
		Adult non-fiction	SHLV-A	0.10	0		11,000	0		1,100	
7		Youth Easy/Picture	SHLV-YE		0	100000	3,500	0		175	
3		Youth Firtion/Non-Fiction	SHLV-A	0.08	0		7,000	. 0		560	
1		Young Adult	SHLV-A	0.08	0		4 200	0		48	
		Media	SHLV-M	0.04	20.846	41477	1,300	0		52	
		Total collection	SHLV-R	0.12	30,816		0.0	3,698		0	On the later of the
2		Current periodicals	SHLV-P	1.00	95		119	95		119	One subscription every 200 persons.
3		Backfile periodicals	SHLV-CR	0.10	855		357	86	26	36	Hardcopy backfile retnetion one year.
4				L ITEMS	32,066		35,726			- 1	
5			TEMS PER	CAPITA	2,50		1.50 8		190000		
9						AL SQUARE.	FOOTAGE:	3,938	Special makes and a second	3,036	
7					number e			- net square			
8	seating	Adult four-place	SEAT-AR	25	22		24	550		600	
1		Adult lounge	SEAT-AL	30	7		4	210		120	
2		Aduk methine	SEAT-AT	36	6		10	216		350	
1		Adult bench	SEAT-AB	- 5	0		2 8	0		10	
5		Children's four-place	SEAT-CR	25	6		88		200	200	
7		Children's lounge (Read Aloud)	SEAT-CL	30	0	2	2 8			60	
В		Children's machine	SEAT-CR	36	- 0	6	6	- 0	216	216	
9		Children's floor	SEAT-CF	5	0	8	8	. 0	40	40	
2		Tutoring room	SEAT-AR	49	0	. 2	2	. 0	96	96	
3			AL READS	R SE475	41	66	66		800		
4		RATIO O	FITEMS F	ER SEAT	782	397	541				
5		Mult-Purpose Meeting room	SEAT-S	12	40	60	60	490	720	720	
8		Training room	SEAT-AT	36	2		8	72	288	288	
1		00			J-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	AL SQUARE	Andrew Control of the Party of	1,678	2,710	2,710	
)			91	nit area 🗶	number o	f units		- net square	footage		
t	support	Service desk station	SVDSK-A	80	2	1	1	160	80	90	
3	spaces	OPAC station	SPO-G	24	2	1	18	48	24	24	
4	555	Printer station	SPO-H	16	0	1	1	0	16	16	
,		Display case	CASE-X	30	1	2	28	30	60	60	
5		Literature rack	LIT-R	15	5	2	2	75	30	30	
7		Microform cabinet	MICRO-C	20	2	0	0	40	0	0	
9		Dictionary stand	DICT-S	25		0	0.8			0	
)		Workroom shelving	SHLV-X	9		6	6			54	
1		Staff worktable	WKTBL-A	96	1	1	18		96	96	
2		Work counter	CNTR-A	120	1		18			120	
3		Booktruck parking	BKTRK-A		3		5			40	
4		Photacopier	COPY-B	48	1	1	1	48		48	
5		Staff locker	STFF-LK	25	0		10	0		25	
6		Staff lounge	STFF-LO	216	1	1	1		10000	216	
7		Supply cabinet	SPLY-C	36	0		1			36	
8		Storage cabinet	STOR-C	49	0		1			48	
9		Entrance lobby	ENT-LOB	<del></del>	0.5		1			225	
)		Library caffee can	LIB-CC	36	0		18			36	
						AL SQUARE		1,049		1.154	
						TAL NET SQ				7.224	
į				li li		for collection				699	
						TAL NET SQ				6.525	
3		1 W . mm .	new Factor -	8.90			OTAL NASE			7.250	
4		Average Commonent Elfores	-1 r areast		BUIL DUM	GROSS SQ				8.056	Restrooms part of Unassignable Space.
1		Average Component Efficier Existing Building Efficier	ncy Factor -				- residu f falla.				Secretaria barrer amendiane algrer
3 4 5 6		Average Component Efficier Existing Building Efficier	ncy Factor -				DARF FFFT	5.513	5.513	5.5133	Per canita SF now 0.43.
3 4 5 7			ncy Factor =			TOTAL SQ					Per capita SF now 0.43.
3 4 5 7		Existing Building Efficien		EXISTING		TOTAL SQ	UARE PEET		(1,696)	(2,543)	
3 4 5 6 7 8				EXISTING		O TOTAL SQ OPER	( under )	(2,197)	(1,696) 9,667	(2,543) 9,667	Per capita SF now 0.43. Per capita SF 0.41 by 2021.
2 3 4 5 6 7 8 9 0		Existing Building Efficien		EXISTING	BUILDIN	O TOTAL SQ OPER	( wader ) NGSPACES	<b>(2,197)</b>	(1,696) 9,667 15	(2,543)	

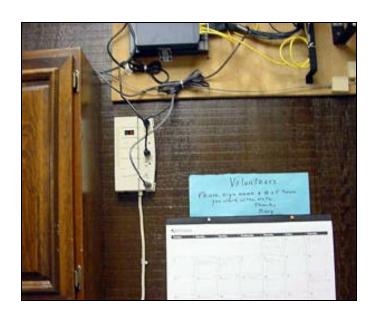
LAKE ARROWHEAD LIBRARY		New 20-Ye	ear Library Building		16-Oct-01	
Preliminary Estimate of Probable Cost	·				10:27 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	38,000	\$8.50	\$323,000			
Construction	9,667	\$148.30	\$1,433,616	Assumes bid in secon	nd quarter of F	Y2007.
Contingency	9,667	\$14.83	\$143,362		-	
		SUBTOTAL	\$1,899,978	Construction \$/sf:	\$196.54	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	9,667	\$11.00	\$106,337	Assumes bid in FY20	007.	
Moveable Furnishings & Equipment	9,667	\$30.00	\$290,010	Assumes bid in FY20	007, includes I	T.
		SUBTOTAL	\$396,347			
Project Costs		percentage of	total			
, and the second		construction	cost			
Design Fees		12%	\$275,559	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$275,559			
TOTAL BUIL	DING ESTIN	MATED COST	\$2,571,884	Total Project \$/sf:	\$266.05	
Relocation Costs	number	average	total			
Retocution Costs	of units	average unit cost	cost			
Moving to new building	33,000	\$0.50	\$16,500			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$16,500			
	GR	AND TOTAL	\$2,588,384	Total Project \$/sf:	\$267.75	
 Escalation		percentage of	total			
		grand total	cost			
2003		4%	\$2,691,919	Project \$/sf:	\$278.46	
2004		4%	\$2,799,596	Project \$/sf:	\$289.60	
2005		4%	\$2,911,580	Project \$/sf:	\$301.19	
2006		4%	\$3,028,043	Project \$/sf:	\$313.24	
2007		4%	\$3,149,165	Project \$/sf:	\$325.76	
2008		4%	\$3,275,131	Project \$/sf:	\$338.79	
2009		4%	\$3,406,136	Project \$/sf:	\$352.35	
2010		4%	\$3,542,382	Project \$/sf:	\$366.44	



## Lake Arrowhead Branch Library

Lake Arrowhead Branch Library
Janitor's area and
men's public restroom





**Lake Arrowhead Branch Library** Exposed wiring



**Lake Arrowhead Branch Library** Spaghetti wiring

Lake Arrowhead Branch Library
Crowded children's area





Lake Arrowhead Branch Library Inadequate lighting throughout

### LOMA LINDA BRANCH SAN BERNARDINO COUNTY LIBRARY

### **Planning Recommendations**

A 6,081 SF city-owned facility, built in 1989, currently serves a population of 18,681<sup>1</sup>. The County Library pays a monthly lease of \$5,496 (\$65,952 annually), which expires on June 30, 2002. The Loma Linda Library is located about 5 miles from the Grand Terrace Library, 6 miles from the Mentone Library, and 7 miles from the Highland Library.

A Facility Assessment revealed the following problems: leaking plumbing fixtures in the staff restroom; no diaper-changing tables in public restrooms; chronic roof leakage; one set of light fixtures is inoperable; "flutter" in the office area lighting; rodent infestation; worn and stained carpeting; cracks in some wall surfaces; and stained ceiling tiles.

The Library has a collection of 46,267 items, including periodicals, for an average of 2.48 per capita. There are 36 reader spaces and a meeting room with seating for 40. Circulation averages a very high 7.55 per capita.

By the year 2021 the Loma Linda service area population is estimated to be 38,847, a significant increase of 107.9 percent in only 20 years. However, the consultants believe that renovation and expansion of the existing facility will be sufficient to accommodate this growth.

### **PROJECT SIZE**

Assuming a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 14,974 SF, requiring 75 public and staff parking spaces. If population projections prove accurate, the expanded facility will increase the square footage per capita from the present 0.33 to 0.39 by the year 2021.

### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Loma Linda area with adequate library service through the year 2021, the consultants recommend that the expanded facility include the following:

- A collection size of 58,140 items, including 194 current periodical subscriptions;
- A total of 88 reader spaces, including 14 machine stations (8 for adults, 6 for children), a 10-seat quiet room, and 2 group study rooms;
- Public meeting areas with seating for 48, including a 40 seat multi-purpose meeting room, a conference room seating 8; and

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

A full-time equivalent (FTE) staff of 12.25, including 0.75 FTE maintenance personnel, plus 2.0 FTE volunteers.

### **ESTIMATED COST**

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2006 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Loma Linda Library is \$3,724,249. The project cost per SF is \$248.71.

This is a Tier Two project with an estimated completion date of 2007.

### **SUPPORTING INFORMATION**

		pace Requirements g Guidelines	Population	Suilding:	18,691	26,939	38,847	SARY - Lome	Linda Libra	ry	22-Oct-01
	functione/	personnel/space	space	square	existing	projected		avidina	projected		
7.	component	designation	code	feet	2001	2011	2021	2007	2011	2021	notes
	a transporter art	us agaressa.		LATION		242.451	388 470	21/1/2	2042	2000	From 7.55 to 10.0 per capita by 2021.
				ut area	x number at			net square	tootage		Train 7.35 to 20.0 per capito dy 2022.
	personnel	Libranan i	SPU-D	46	1.00	1.00	1.00	48	48	46	
ľ		Library Associate	SPO-D	48	0.00	2.00	2.00	0	96	96	
Ī		Library Assistant 1	SPO-E	36	1.00	2.00	3.00	36	72	108	
,		PSE Adult	SPO-F	24	1.55	2.00	2.00	37	48	48	
•		PSE Page	SPO-F	. 24	0.9125	1.50	3.50	22	36	84	
9		TOTA	L FTE PER	SONNEL	4.4625	8.50	11.50				
,		PSE Maintenance	PO-F	100	0.00	0.75	0.75	0	75	75	
g		Volunteer	SPO-F	24	1.00	2.00	2.00	24	48	48	
1				1	SUBTOTA	L SQUARE	FOOTAGE	167	423	507	
2			un	it area	x number of	volumes					
3	collections	Reference	SHLV-R	0.12	0	600	800	0	72	96	
4		Popular display	SHLV-B	0.20	300	500	500	60		100	
5		Adult fiction	SHLV-A	0.08	0	18,000	20,000	0		1,600	
6		Adult non-fiction	SHLV-A	0.10	0	22,000	24 000	0		2,400	
7	-	Youth Easy/Picture	SHLV-YE		0	2.000	1,900	0		95	
9		to the state of th	SHLV-A	0.08	0	4,000	3,800	0		304	
9	-	Youth Fiction/Non-Fiction			0			0		80	
0	+	Young Adult	SHLV-A	0.08		500	1,000				
		Media Tatal as licenses	SHLV-M	0.04	0	3,000	4,200	5266	1000	168	
1	1	Total collection	SHLV-R	0.12	43,887	0		5.266	0	0	0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
2		Current periodicals	SHLV-P	1.00	130	135	194	130	135	194	One subscription for every 200 residents.
3	1	Backfile periodicals	SHLV-CR	0.10	1,950	1.212	1,748	195	121	175	Hardcopy backfile retention for three years
4				L ITEMS		51,947	58,142				
5			ITEMS PER	CAPITA	And the contract of the contract of the contract of	1.93	1.50				
6							FOOTAGE	5,651	4,648	5.212	
7			un	it area	x number of	seats		net square	· footage		
9	seating	Adult four-place	SEAT-AR	25	16	20	20	400	500	500	
9		Adult one-place	SEAT-AR	35	0	2	2	0		70	
ò		Adult lounge	SEAT-AL	30	9	6	6	240		190	
1		Adult machine	SEAT-AT	36	4	8	8	144		288	
2		Adult bench	SEAT-AB	5	0	4	4	0		20	
3		Children's four-place	SEAT-CR	25	8	12	12	200		300	
4		Children's lounge (Read Aloud)		30	0	4		0		120	
5	-	Children's machine	SEAT-CR	36	0	6	6	0		216	
	-										
6		Children's floor	SEAT-CF	5		- 6		0		30	
7		Quietroom	SEAT-AR	25		10	10	0		250	
8	_	Group study room	SEAT-AR	25		10	10	0	258	250	
9	-		AL READE			88	88				
Ю			OF ITEMS P.	agreement on the property of the		590	661				
11		Multi-Purpose Meeting room	SEAT-S	12	40	40	40	480	480	480	
12		Conference room	SEAT-C	25	0		9	0		200	
13					SUBTOTA	L SQUARE	FOOTAGE	1.464	2,904	2.904	
14			un	it area	x number at	units		act square	· footage		
15	support	Service desk station	SVDSK-A	80	3	3	3	240	240	240	
16	spaces	Self-check station	SELF-CK	40	.0	1	1	0	40	40	
7	-	OPAC station	SPO-G	24	2	2	2	48	48	48	
ġ		Printer station	SPO-H	16	0	1	1	0		16	
9		Display case	CASE-X	30	0	1	1	0		30	
Ó		Literature rack	LIT-R	15	4	6		60	90	90	
1		Pamphlet file	FILE-L	20	2	0	0	40	. 0	0	
2		Dictionary stand	DICT-S	25	1	0		25	.0	0	
3	1	Globe	GLOB-X	25	0	1		0		25	
4		Workroom shelving	SHLV-X	9	0	6		0		54	
5		Staff worktable	WETBL-A		0	1		0		96	
	1				3						
6	-	Work counter	CNTR-A	120		1 24		360		120	
7	-	Booldruck parking	BKTRK-A		3	24		2.4		224	
8	-	Photocopier	COPY-B	48	1	4		48		192	
9		Staff lounge	STFF-LO	100	1	1		100		100	
Q		Staff locker	STFF-LK	2.5		14		0		35	
1	4	Supply room.	SPLY-R	200	1	0.5		200		100	
2		Storage 100m	STOR-R	120	0	1		. 0		120	
3		File cubinet	FILE-OL	20	1	0		20		0	
4		Maintenance room	MAINT-R	120	0	1		0		120	
5	9	Entrance lobby	ENT-LOB	225	0.75	1	1	169	225	225	
ń		Library store	LIB-STOR	120	.0	1	1	0	120	120	
7		Library coffee cart	LIB-CC	36		1	1	0	36	36	
ġ		1.77	10000				FOOTAGE	1.334		2.031	
9				- 7			UARE FEET			10,654	
ō					less allowance					1.108	
1							UARE FEET			9,546	
		Average Component Efficie	nop Evotor	0 PC	101			4		11.231	
	1				DITH PINA		TOTAL NASF				Darling property of Hanning Ale Co.
	-	Existing Building Efficie					UARE FEET			12,478	Restrooms part of Unassignable Space.
3				PATRIM	BUILDING				6.081	6.081	Pet capita SF now 0.33.
3	-										
3 4 5		Part of the Part o		0.05		avei	r ( under )	(4.027)	(5,650)	(6,397)	December Office CO. L. 2024
3 4 5 6		Expanded Building Efficien	y Factor -	0.75					14,077	14,974	Per capita SF 0.39 by 2021.
3 4 5 6 7		Expanded Building Efficien	y Factor -	0.75		PARK	ING SPACES	15	14,077 15	14,974 15	
23456789		Expanded Building Efficien	y Factor -	0.75		PARKI PARKING C		15	14,077 15	14,974	Per capita SF 0.39 by 2021.  One space per every 200 SF of building,

LOMA LINDA LIBRARY	Renovated/I	Expanded 20-Yea	ar Library Buildin	ng	16-Oct-01	
Preliminary Estimate of Probable Cos				-	10:28 AM	
prepared by PROVIDENCE		c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	45,000	\$8.50	\$382,500			
Construction (new)	8,893	\$148.30	\$1,318,832	Assumes bid in last of	quarter of FY2	006.
Construction (renovation)	6,081	\$65.00	\$395,265			
Contingency	8,893	\$14.83	\$131,883			
		SUBTOTAL	\$2,228,480	Construction \$/sf:	\$148.82	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	14,974	\$11.00	\$164,714	Assumes bid in FY20		
Moveable Furnishings & Equipment	14,974	\$30.00	\$449,220	Assumes bid in FY2	007, includes	IT.
_		SUBTOTAL	\$613,934			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$341,090	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$341,090			
TOTAL BUII	LDING ESTIM	MATED COST	\$3,183,504	Total Project \$/sf:	\$212.60	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	0	\$0.50	\$0			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$0			
	GR	AND TOTAL	\$3,183,504	Total Project \$/sf:	\$212.60	
Escalation		percentage of	total			
2002		grand total	¢2 210 944	n	¢221 11	
2003 2004		4% 4%	\$3,310,844	Project \$/sf:	\$221.11	
2004		4%	\$3,443,278 \$3,581,009	Project \$/sf: Project \$/sf:	\$229.95 \$239.15	
2006		4%	\$3,724,249	Project \$/sf:	\$239.15	
2007		4%	\$3,873,219	Project \$/sf:	\$258.66	
2008		4%	\$4,028,148	Project \$/sf:	\$250.00	
2009		4%	\$4,189,274	Project \$/sf:	\$279.77	
2010		4%	\$4,356,845	Project \$/sf:	\$290.96	



Loma Linda Branch Library

Loma Linda Branch Library
Poor lighting over
book stacks/non ADA
shelf spacing



**Loma Linda Branch Library** Work room

Loma Linda Branch Library
Inadequate line of sight
to children's area from
service desk



### LUCERNE VALLEY BRANCH SAN BERNARDINO COUNTY LIBRARY

### **Planning Recommendations**

A 2,925 SF building currently serves an estimated population of 8916<sup>1</sup>. The County-owned building opened 1988. The libraries closest to Lucerne Valley are Apple Valley and Big Bear Lake, located 15 and 20 miles distant respectively.

A Facility Assessment revealed the following problems: an inadequate number of power outlets, public computers that occasionally become inoperable when the HVAC is operating, drywall cracks in some areas, torn carpeting, a cracked frame that prevents the meeting room door from opening/closing properly, and stained ceiling tiles in meeting room.

The Library has a collection of 30,594 items, including periodicals, for an average of 3.43 per capita. There are 25 reader spaces and a meeting room with seating for 32. Circulation is 4.51 per capita.

By the year 2021 the Lucerne Valley service area population is estimated to be 3,909, an increase of 56 percent over a 20-year period. The consultants believe that renovation and expansion of the existing facility will be sufficient to accommodate this growth.

### PROJECT SIZE

Assuming a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 7,798 SF, requiring 35 public and staff parking spaces (there are currently 70 spaces available). If population projections prove accurate, the square footage space per capita will increase from the present 0.33 to 0.56 by the year 2021.

### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Lucerne Valley area with adequate library service through the year 2021, the consultants recommend that the expanded facility include the following:

- A collection size of 23,700 items, including 70 current periodical subscriptions;
- A total of 36 reader spaces, including 8 machine stations (4 for adults, 4 for children) and 2 "read aloud" stations in the children's area;
- ★ A 100 seat multi-purpose meeting room; and
- ∠ A full-time equivalent (FTE) staff of five, plus one FTE volunteer.

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

Based upon data provided by the State of California for new construction and guidelines for other items, and assuming a contract for construction awarded in the first quarter of FY 2006 with library furniture and information technology contracts awarded later in the year, the estimated project cost for the Lucerne Valley Library is \$1,623,095. The project cost per SF is \$291.61.

This is a Tier Two project with estimated completion date of 2007.

### **SUPPORTING INFORMATION**

		pace Requirements g Guidelines	Population	Building: Serve d:	SAN BERN 8,916	IARDINO CO 11,412	13,909	ARY - Luce	rne Valley L	prary	*24-Oct-01
ú	functional	personnel/space	space	square	existing			extating	projected		
a	component	designation	code	leet	2001	2011	2021	2001	2011	2021	notes
1	Litagrianai	at against		LATION:	40.193	171.180	222.544	Line	2023	2003	From 14.0 to 16.0 per captis by 2021.
5			85	II area	number of	personnel	- 1				, , , , , , , , , , , , , , , , , , , ,
5	personner	Litrary Associate	ZNO-D	48	1.00		1.00	48	48	48	
1		Library Assistant [	SPO-E	36	0.40		100	14	27	36	
5		PSE Adult	SPO-F	24	0.375	0.50	1.00	9	12	24	
5		PSE Page	SPO-F	24	1,4625	1.50	2.00	35	36	48	
7		1 CONTRACTOR 1 CON	L FTE PER.	- W	3.2375	3.75	5.00				
8		PSE Maintenance	PO-F	100	0.00		0.00	0	0	0	
3		Volunte er	SPO-F	24	1.00		1.00	24	24	24	
0			773			AL SQUARE.	COTAGE:	131	147	190	
1				it area						- 1	
2	collections		SHLV-R	0.12	0		200	0	24	24	
3		Popular display	SHLV-B	0.20	200		300	40	60	60	
4		Adult fiction	SHLV-A	0.08	0		9,000	0	640	720	
5		Adult non-fiction	SHLV-A	0.10	. 0		8,000	- 0	750	900	
6		Youth Exsy/Picture	SHLV-YE		- 0		2,500	- 0	75	125	
7		Youth Fiction/Non-Fiction	SHLV-A	0.08	. 0		5,000	0	240	400	<u> </u>
8		Young Adult	SHLV-A	0.08	0		500	0	28	40	
9		Media	SHLV-M	0.04	- 0		1.500	- 0	48	60	
0		Total collection	SHLV-R	0.12	30, 194		0	3,623	0	0	
1		Current periodicals	SHLV-P	1.00	50		70	50	57	70	One subscription for every 200 persons.
2		Backfile periodicals	SHLV-CR	0.10	150		209	15	17	21	Hardcopy backfile retention for one year.
3				L ITEMS:	30,594		27,278				
4			TEMS PER	CAPITA:	3.43		1.96				
S						AL SQUARE.		3.728	1,939	2,319	
6			D.S.	it area	number o	seats		net square	footage		
7	seating	Adult four-place	SEAT-AR	25	12	12	12	300	300	300	
8		Adult lounge	SEAT-AL	30	3	2	2	90	60	60	
9		Adult machine	SEAT-AT	36	2	- 4	4	72	144	144	
0		Children's four-place	SEAT-CR	25	8	12	12	200	300	300	
1		Children's lounge (Read Aloud)		30			2	. 0	60	60	*
2		Children's machine	SEAT-CR	36	0		- 4		144	144	
3			AL READE		25	36	36				
4		RATICIC	FITEMS P	ER SEAT	1224	619	758				
5		Multi-Purpose Meeting room	SEAT-S	12	32	100	100	384	1,200	1,200	
6			0.0000000	- 1	SUBTOTA	AL SQUARE	FOOTAGE	1.046	2.208	2.208	
7		50000	UB	it area	number o	f units		net square	footage	- 8	
88	support	Service desk station	SVDSK-A	80	2	2	2	160	160	160	
9		OPAC station	SPO-G	24	2		1		24	24	
10	- (T-17/00)	Printer station	SPO-H	16	0		1		16	16	
11		Display case	CASE-X	30	1		1	30	30	30	
12		Literature rack	LIT-R	15	4		2	60	30	30	
B		Pamphlet file	FILE-L	20	1		0 111	20	0	0	
14		Dictionary stand	DICT-S	25	1		0	25	0	0	
15		Workroom shelving	SHLV-X	9			4	18	36	36	
16		File cabinet	FILE-OL	20	2		0	40	0	0	
17		Staff worktable	WKTBL-A		2		1		96	96	
18		Work counter	CNTR-A	120			1		120	120	
9		Boolstruck parking	BKTRK-A	8			4		32	32	
0		Photocopier	COPY-B	48	1		1	48	48	49	
1		Staff locker	STAFF-LK			111	4	0	10	10	
2		Staff lounge	STFF-LO	120	1		1	120	120	120	
3		Supply cabinet	SPLY-C	36	0		1	0	36	36	
4		Storage cobinet	STOR-C	48	0		1		48	48	
5		Maintenance room	MAINT-R	100	0	-	1		100	100	
6		Entrance lobby	ENT-LOB	150	1		1	150	150	150	
7		Library coffee cart	LIB-OC	36			1		36	36	
8				- 1		AL SQUARE		1,055	1.092	1.092	
9				- 1		TAL NET SQ		5,960	5,386	5,799	
0				- 4		for collection		608	437	536	
1				- 8		TAL NET SQU		5.352	4.949	5.263	
2		Average Component Efficier	ncy Factor -	0.90			TAL NASF		5,499	5,848	
33		Existing Building Efficien			BILL DING	GROSS SQI			6.110		Restrooms part of Unassignable Space.
4		extrang panantik eritcier				TOTAL SQ			2,925		Per capita SF now 0.33.
55				-Just III	- POILDING		( under )	(3,682)	(3,185)	(3,573)	a sa copie de sam 0.33.
6		Expanded Building Efficienc	y Factor -	0.75		urer	anner /	(3,002)	7,332		Per capita SF 0.56 by 2021.
		exhauses paraming minutene	A carreit -	4.13		PARKIN	IG SPACES	70	7,332	7,790	a to radius or o on ol 2027
						CAROLL	SECURITY OF STREET		30	7970	
57 58				- 8		PARKING G		15	37	20	One space per every 200 SF of building,

LUCERNE VALLEY LIBRARY	Expanded/R	enovated 20-Yea	ar Library Buildir	ng	16-Oct-01	
Preliminary Estimate of Probable Cos					10:29 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	6,000	\$8.50	\$51,000			
Construction (new)	4,873	\$148.30	\$722,666	Assumes bid in first	quarter of FY	2006.
Construction (renovation)	2,925	\$25.00	\$73,125			
Contingency	4,873	\$14.83	\$72,267			
		SUBTOTAL	\$919,057	Construction \$/sf:	\$165.12	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	7,798	\$11.00	\$85,778	Assumes bid in FY20	006.	
Moveable Furnishings & Equipment	7,798	\$30.00	\$233,940	Assumes bid in FY20	006, includes	[T
		SUBTOTAL	\$319,718			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$148,653	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$148,653			
TOTAL BUII	LDING ESTIN	MATED COST	\$1,387,429	Total Project \$/sf:	\$249.27	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	0	\$0.50	\$0			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$0			
	GR	AND TOTAL	\$1,387,429	Total Project \$/sf:	\$249.27	
Escalation		percentage of	total			
2002		grand total	\$1.442.026	n	<b>\$250.24</b>	
2003		4%	\$1,442,926	Project \$/sf:	\$259.24	
2004		4%	\$1,500,643	Project \$/sf:	\$269.61	
2005		4%	\$1,560,668	Project \$/sf:	\$280.39	
2006		4%	\$1,623,095	Project \$/sf:	\$291.61	
2007 2008		4% 4%	\$1,688,019 \$1,755,540	Project \$/sf:	\$303.27 \$315.40	
2009		4%	\$1,755,540 \$1,825,761	Project \$/sf:	\$315.40	
2010		4%	\$1,825,761 \$1,898,792	Project \$/sf: Project \$/sf:	\$328.02 \$341.14	



**Lucerne Valley Branch Library** 

Lucerne Valley Branch Library Children's area Excessive crowding on shelves



Lucerne Valley Branch Library Crowded stacks; non-ADA compliant furniture spacing

Lucerne Valley Branch Library Inadequate lighting in stacks, crowded shelves



### MENTONE BRANCH SAN BERNARDINO COUNTY LIBRARY

### **Planning Recommendations**

A leased facility of only 1,310 SF currently serves a population 7,803<sup>1</sup>. Cost of the lease, which expires on August 31, 2002, is \$5,376.00 per year. The Mentone Library is located 6 miles from both the Loma Linda and the Yucaipa libraries and 8 miles from the Highland Library. The building was last remodeled in 1985.

A Facility Assessment revealed the following problems: public restroom is not ADA compliant and there is no diaper changing table; interior walls are termite infested; flooring is uneven and carpeting badly soiled; stained and cracked ceiling tiles; back rooms are excessively hot in summer and cold in winter; entry walkway floods during heavy rains; and parking is inadequate, even for such a small facility.

The Library has a collection of 16,937 items, including periodicals, for an average of 2.17 per capita. There are 17 reader spaces, but no meeting room. Circulation averages about 4.83 per capita.

By the year 2021 the Mentone service area population is estimated to be 4,753, an increase of nearly 90 percent over a 20-year period. The consultants recommend that a new facility be built to accommodate this growth.

#### PROJECT SIZE

Assuming a one-story building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 7,418 SF, requiring 37 public and staff parking spaces. If population projections prove accurate, the square footage per capita will increase from the present 0.17 to 0.50 by the year 2021.

### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Mentone area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

- A collection size of 27,170 items, including more than 6,600 young people's items and 74 current periodical subscriptions;
- A total of 48 reader spaces, including 6 machine stations (4 for adults, 2 for children) and 2 "read aloud" stations in the children's area;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- Public meeting areas with seating for 58, including a 30 seat multi-purpose meeting room, a conference room seating 8, a children services' program room with seating for 20; and
- A full-time equivalent (FTE) staff of 3.65, including .35 FTE maintenance personnel, plus 1.0 FTE volunteer.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2005 with library furniture and information technology contracts awarded the next year, the estimated project cost for the Mentone Library is \$2,238,530. The project cost per SF is \$301.77. This includes an allowance for moving costs from the current building into the new facility.

This is a Tier Two project with an estimated completion date of early 2006.

### **SUPPORTING INFORMATION**

		pace Requirements or Guidelines	Panulatio				OUNTY LIER	ARY - Men	ione Library		- 22-Oct-01
		g Guidelines	Pupulatio		7,803	10,729	14,753				
	functional	permunel/space	space	square	existing	projected			projected		
	compouent	designation	code	feet	2001	2011	2021	2001	2011	2021	notes
		The second secon		ULATION	37,725	59,010	88.510		· tasters		From 4.83 ts 6.0 per capita by 2021.
	narranes	Throng decorate	SYO-U	nit area d	1.00		1.00	net square	tootage 48	48	
		Library Associate									
		Library Assistant 1	SPO-E	36	0.00		1.00	- 0	36	36	
		PSE Adult	SPO-F	24	0.225		0.50	- 5	12	12	
		PSE Page	SPO-F	24	0.00		0.80	- 0	12	19	
		TOTA.	L FTE PER	STOWNEY	1.225	3.00	3.30				
		PSE Maintenance	SPO-D	48	0.00	0.35	0.35	. 0	17	17	
		Volunteer	SPO-F	24	1.00	1.00	1.00	24	24	24	
)					SUBTOTA	AL SOLIARE	FOOTAGE:	77	149	156	
				nit area	x number o	f volumes					
2	collections	Bafaranco	SHLV-R	0.12	0		200	0	24	24	
3				0.20	200			40	40	40	
4		Popular display	SHLV-B				200	0			
		Adult fiction	SHLV-A	0.08	0		9,000		660	720	
5		Aduk non-fiction	SHLV-A	0.10	0		7,500	. 0	715	750	
6		Youts Easy/Picture	SHLV-YE		0		2,250	. 0	100	113	
7		Youth Firtion/Non-Fiction	SHLV-A	0.08	0		4,000	0	300	320	
1		Young Adult	SHLV-A	0.08	0		425	0	30	34	
1		Media	SHLV-M	0.04	0	1,100	1,300	. 0	44	52	
		Total collection	SHLV-R	0.12	16,537	0	0	1,984	0	0	
1		Current periodicals	SHLV-P	1.00	50	54	74	50	54	74	One subscription for every 200 persons.
2		Backfile periodicals	SHLV-CR		150		221	15	16	22	Hardcopy backfile retention one year.
3		ACCOUNT OF THE PARTY OF THE PAR		AL ITEMS	20		25,170				4
4		100	TEMS PE		2.17		1.71				
5		7	200			AL SOUARE		2.089	1.983	2.148	
6				nit area	e number e			net square		E. 1-40	
	- 2	A July Commelican					- 200			A-1	
7		Adult four-place	SEAT-AR		8		12	200	300	300	
8		Aduk one-place	SEAT-AR		- 0		2	- 0	70	70	
9		Adult lounge	SEAT-AL		0		- 4	- 0	120	120	
0		Adult machine	SEAT-AT		1	- 7	4	36	144	144	
1		Adult bench	SEAT-AB	5	. 0	5	2	. 0	10	10	
2		Children's four-place	SEAT-CR	253	8	12	12	200	300	300	
3		Children's lounge (Read Aloud)	SEAT-CL	30	0	2	2	0	60	60	
4		Children's machine	SEAT-CR		0	4	4	. 0	144	144	
5		Children's floor	SEAT-CF		0	6	6	0	30	30	
6				ER SEATS			48		-		
7				PER SEAT		484	524				
В		Mult-Purpose Meeting room	SEAT-S	15	0		30	0	450	450	
9				25	0		30 B	0	200	200	
		Conference room	SEAT-C		0 0		7200				
0		Youth Program toom	SEAT-CF	10	0		20	0	200	200	
1			-			AL SQUARE		436	2,028	2,028	
2			-	nit area	x number o			net square	to be be to		
3	support	Service desk station	SVDSK-A	80	1	1	1	80	80	80	
4	spaces	OPAC station	SPO-G	24	2	1	1	48	24	24	
5		Printer station	SPO-H	16	0	1	1	0	16	16	
6		Display case	CASE-X	30	0	1	1	. 0	30	30	
7		Literature rack	LIT-R	15	4		2	60	30	30	
В		Pamphlet file	FILE-L	20	2		0	40	60	0.	
9		Workroom shelving	SHLV-X	9	4		4	36	36	36	
0		Staff worktable	WKTBL-	-1-3	0	- 2	1	0		96	
1		Work counter	CNTR-A	120	1		1	120		120	
2		File cabinet			1		0	20		0	
			FILE-OL				- 500				
3		Booktruck parking	BKTRK-A		1		4			32	
4		Photocopier	COPY-B	48	1		1	49	48	48	
5		Staff locker	STFF-LK		0	7.	6	0		15	
6		Staff lounge	STFF-LO				1	48		96	
7		Supply cabinet	SPLY-C	36	0		1			36	
8		Storage cabinet	STOR-C	48	0	1	1	- 0	48	48	
9		Maintenance room	MAINT-R	80	- 0	0	0	. 0	0	0	
0		Entrance lobby	ENT-LOS		0		1	0	225	225	
1		Library caffee cart	LIB-CC	36	0		1	0		36	
2		Loading dock	LOAD-D	200	0		1	0		200	
3			A OF ID D	3		AL SQUARE		508	1.228	1.168	
										5,500	
4				- 1		TAL NET SQ		3,111			
5				- 3		for collection		335		494	
6					10	TAL NET SQ		2,776		5,007	
7		Average Component Efficier					OTAL NASF			5,563	
8		Existing Building Efficien	ncy Factor	- 0.90	BOILDING	GROSS SQ	UARE FEET	3,427		6,191	Restrooms part of Unassignable Space.
9				EXISTIN	BUILDING	G TOTAL SQ	UARE FEET	1,310	1,310	1,310	Pet capita SF now 0.17.
Û						over	( under )	(2,117)	(4.778)	(4.871)	
v.		New Building Efficienc	y Factor -	0.75		2207.4	1100000	X12-11-02-1	7,305	7,418	Per capita SF 0.50 by 2021.
1						40.00					growth and the first of the second of the se
1						PARKI	NGSPACES	, F	(5)	6.3	
				- 0			NG SPACES UIDELINES	6	6 37	6 37	One space per every 200 SF of building,

MENTONE LIBRARY		New 20-Year I	Library Building		16-Oct-01	
Preliminary Estimate of Probable Cost					10:30 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	30,000	\$8.50	\$255,000			
Construction	7,418	\$148.30	\$1,100,089	Assumes bid in last q	uarter of FY2	005.
Contingency	7,418	\$14.83	\$110,009			
, ,		SUBTOTAL	\$1,465,098	Construction \$/sf:	\$197.51	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	7,418	\$11.00	\$81,598	Assumes bid in FY20	006.	
Moveable Furnishings & Equipment	7,418	\$30.00	\$222,540	Assumes bid in FY20	006, includes I	T.
		SUBTOTAL	\$304,138			
Project Costs		percentage of	total			
7		construction	cost			
Design Fees		12%	\$212,308	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$212,308			
TOTAL BUIL	DING ESTIN	MATED COST	\$1,981,545	Total Project \$/sf:	\$267.13	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	17,000	\$0.50	\$8,500			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$8,500			
	CP	AND TOTAL	\$1,990,045	Total Project \$/sf:	\$268.27	
	Or	AND TOTAL	\$1,770,043	Total Poject 4/sj.	φ200.21	
Escalation		percentage of	total			
		grand total	cost			
2003		4%	\$2,069,646	Project \$/sf:	\$279.00	
2004		4%	\$2,152,432	Project \$/sf:	\$290.16	
2005		4%	\$2,238,530	Project \$/sf:	\$301.77	
2006		4%	\$2,328,071	Project \$/sf:	\$313.84	
2007		4%	\$2,421,194	Project \$/sf:	\$326.39	
2008		4%	\$2,518,041	Project \$/sf:	\$339.45	
2009		4%	\$2,618,763	Project \$/sf:	\$353.03	
2010		4%	\$2,723,514	Project \$/sf:	\$367.15	



# Mentone Branch Library

Mentone Branch Library Crowded shelves, line of sight non-existent





Mentone Branch Library Multi-room layout prevents proper supervision



Mentone Branch Library Multi-room/multi-level floors equals trip and fall hazards

Mentone Branch Library Circulation/branch manager's desk/"office"





Mentone Branch Library HVAC (wall unit)

# NORTHERN FONTANA/RIALTO BRANCH (PROPOSED) SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

The consultants recommend opening a new Library in this area to serve an estimated population of 7,000 in 2005, with growth to 14,000 by 2021.

#### PROJECT SIZE

Assuming a one-story facility with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 8,479 SF, requiring 42 public and staff parking spaces. The new facility is projected to have a square footage per capita of 0.61 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing adequate library service to this rapidly growing area by the year 2021, the consultants recommend that the new facility include the following:

- A collection size of 25,670 items, including more than 4,300 items for young people, 1,200 media items, and 70 current periodical subscriptions;
- A total of 100 reader spaces, including 14 machine stations (12 for adults, 2 for children); and
- A full-time equivalent (FTE) staff of 3.0, plus 3.0 FTE volunteers.

#### **ESTIMATED COST**

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2004 with library furniture and information technology contracts awarded the next later, the estimated project cost for the Northern Fontana/Rialto Library is \$2,663,112. The project cost per SF is \$314.08. This includes an allowance of \$200,000 for the acquisition of an opening-day collection of 8,000 items, at an average cost of \$25 each.

This is proposed as a joint-use project similar to the Kaiser Library, e.g., part of a high school. However, the cost estimate is for a stand-alone building, with the high school providing maintenance personnel.

This is a Tier Two project with an estimated completion date of late 2006.

# SUPPORTING INFORMATION

A spreadsheet detailing the programmatic recommendations beginning in 2005, plus a capital cost estimate, appears on the following pages.

	g Guidelines	ropulation	Served:	7,000	11,000	14,000				
functional	personnel/space	space	square		projected		existing	projected		
component	designation	cade	feet	2005	2011	2021	2005	2011	2021	notes
7		Tal Succession Co.		35,000	S SYNY, 2231 ST. C	112,000				From 5.0 to 8.0 by 2021.
	0.0000000000000000000000000000000000000			number of	personnel		G 55 NOVEMBER		les es	
51			933			- 90				
			300			- 600			- 33	
			- 000	100000000000000000000000000000000000000			8	16	24	
			100			100				
			300	-	100.000	- 500				
	Volunteer	SPO-F	24			300	-			
						FOOTAGE:	104	136	168	<u> </u>
		UD	it area 🗴							
collections		SHLV-R	0.12	500	500	700	60	60	84	
		SHLV-B	0.20	300	300	300	60	60	60	
	Adult fiction	SHLV-A	0.08	3,000	6,000	9,000	240	480	720	
		SHLV-A	0.10	4,000	7,000	9,000	400	700	900	
	Youth Easy/Picture		- 20	800	1,000	1,200	40	50	60	
	Youth Fiction/Non-Fiction	SHLV-A	0.08	1,600	2,000	2,400	128	160	192	
	Young Adult	SHLV-A	0.08	300	500	750	24	40	60	
	Media	SHLV-M	0.04	<b>7</b> 50	1,000	1,200	30	40	48	
		SHLV-P	1.00	35		70	35		70	One subscription for every 200 persons.
	Backfile periodicals		197				53	83	105	Hardcopy backfile retention for five years.
				30						
		ITEMS PER	CAPITA:							
		3200					200000		2,299	
	- Control (1) 1/1/40 - 1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1		- 88				7			×
		SEAT-AR	25	60	60	60	1,500	1,500	1,500	
		SEAT-AR	35	2	2	2	70	70	70	
	Adult lounge	SEAT-AL	30	8	8	8	240	240	240	
	Adult machine	SEAT-AT	36	12	12	12	432	432	432	
	Adult bench	SEAT-AB	5	4	4	4	20	20	20	
	•	SEAT-CR	25	12	-	12				
	binging property was managed a		20	2		2	72	72	72	
	70	OTAL READE.	R SEATS	100	100	100				
	R4 <i>T1C</i>	O OF ITEMS P.	ER SEAT!	118	192	257 🖔				
				SUBTOT:	AL SQUARE	100	2,634	2,634	2,634	
		UI	it area 🗴		53 W W		net square	e footage		
support	Service desk station	SVDSK-A	80	3	3	3	240	240	240	
spaces	Self-check station	SELF-CK	40	1	1	1	40		40	
418	OPAC station	SPO-G	24			2	48	48	48	
	Printer station	SPO-H	16			2	32		32	
	Display/gallery	CASE-X	30			2	60	60	60	
	Literature rack	LIT-R	15	2	2	2	30	30355	30	
	Globe	GLOB-X	25	1	1	1	25		25	
	Workroom shelving	SHLV-X	9	36	36	36	324	307.050	324	
	Work counter	CNTR-A	60	4	4	4	240		240	
	Booktruck parking	BKTRK-A	8			10	80		80	
	Photocopier	COPY-B	48	2	2	2	96	96	96	
	Entrance lobby	ENT-LOB	600	1	1	1	600	600	600	
	a - 1						1,815		1,815	
									6,916	
				ss allowance	for collectio	ns "in-the-air"			1,193	
	Average Component Effic	riency Factor =	0.90	TO	TAL NET SO	UARE FEET	5,085	5,422	5.724	
				6.75						
	Existing Building Efficie  New Building Efficie	ciency Factor =	0.90			OTAL NASF	100000000000000000000000000000000000000		6,359	Restrooms part of Unassignable Space.
	collections	personner  PSE Adult PSE Page  TO.  PSE Maintenance Volunteer  Reference Popular display Adult fiction Adult non-fiction Youth Easy/Picture Youth Fiction/Non-Fiction Young Adult Media Current periodicals Backfile periodicals Backfile periodicals Backfile periodicals Children's four-place Adult bunge Adult bench Children's four-place Children's four-place Children's machine  TO RATIC  Support Service desk station OPAC station Printer station Display/gallery Literature rack Clobe Workroom shelving Work counter Booktruck parking Photocopier	### CIRCULUM  ### PERSONNE!    PSE Adult	CIRCULATION:	Personnel	Detail   Community   Communi	CIRCULATION	CRCULATION   Author   Name   Personner   Libratian   SPC-D   48   1.000   1.00   1.00   1.00   2.44   1.000   1.00   1.00   2.44   1.000   1.00   1.00   2.44   1.000   1.00   1.00   2.44   1.000   1.00   1.00   2.44   1.000   1.00   1.00   2.44   1.000   1.00	CIRCULATION:	CRCULATION   SCOOL   Private   September   Personner   Personner

NORTHERN FONTANA/RIALTO L	IBRARY	New 20-Year	Library Building		16-Oct-01	
Preliminary Estimate of Probable Cost	<u> </u>		•		10:31 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	34,000	\$8.50	\$289,000			
Construction	8,479	\$148.30	\$1,257,436	Assumes bid in last q	uarter of FY20	04.
Contingency	8,479	\$14.83	\$125,744			
		SUBTOTAL	\$1,672,179	Construction \$/sf:	\$197.21	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	8,479	\$11.00	\$93,269	Assumes bid in FY20	005.	
Moveable Furnishings & Equipment	8,479	\$30.00	\$254,370	Assumes bid in FY20	005, includes IT	Γ.
		SUBTOTAL	\$347,639			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$242,378	% of Consturction + 1	Move-In Costs	•
		SUBTOTAL	\$242,378			
TOTAL BUIL	DING ESTIN	MATED COST	\$2,262,196	Total Project \$/sf:	\$266.80	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	0	\$0.50	\$0			
New Materials	8,000	\$25.00	\$200,000			
		SUBTOTAL	\$200,000			
	GR	AND TOTAL	\$2,462,196	Total Project \$/sf:	\$290.39	
Escalation		percentage of	total			
		grand total	cost			
2003		4%	\$2,560,684	Project \$/sf:	\$302.00	
2004		4%	\$2,663,112	Project \$/sf:	\$314.08	
2005		4%	\$2,769,636	Project \$/sf:	\$326.65	
2006		4%	\$2,880,422	Project \$/sf:	\$339.71	
2007		4%	\$2,995,638	Project \$/sf:	\$353.30	
2008		4%	\$3,115,464	Project \$/sf:	\$367.43	
2009		4%	\$3,240,083	Project \$/sf:	\$382.13	
2010		4%	\$3,369,686	Project \$/sf:	\$397.42	

# PHELAN/PINON HILLS BRANCH (PROPOSED) SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

The consultants recommend opening a new Library in this area by 2007 to serve an estimated population of 26,000, with growth to 32,865 by 2021. Estimates from the San Bernardino County Land Use Services Department indicate that this service area contains a current population of 17,153.

## **PROJECT SIZE**

Assuming a one-story facility with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 14,696 SF, requiring 73 public and staff parking spaces. The new facility is projected to have a square footage per capita of 0.45 by the year 2021.

## PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing adequate library service to this growing area through the year 2021, the consultants recommend that the new facility include the following:

- A collection size of 49,400 items, including 12,750 items for young people, 2,000 media items, and 100 current periodical subscriptions;
- A total of 88 reader spaces, including 16 machine stations (10 for adults, 6 for children);
- Public meeting areas with seating for 120, including an 80 seat multi-purpose meeting room, a conference room seating 10, a children's program room with seating for 30: and
- A full-time equivalent (FTE) staff of 8.5, including .50 FTE maintenance personnel, plus 1.0 FTE volunteer.

#### ESTIMATED COST

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the second quarter of FY 2006 with library furniture and information technology contracts awarded later that year, the estimated project cost for the Phelan/Pinon Hills Library is \$4,846,726. The project cost per SF is \$329.80. This includes an allowance of \$250,000 for the acquisition of an opening-day collection of 10,000 items at an average cost of \$25 each.

This is a Tier Two project with an estimated completion date of late 2007.

# **SUPPORTING INFORMATION**

A spreadsheet detailing the programmatic recommendations beginning in 2007, plus a capital cost estimate, appears on the following pages.

		pace Requirements g Guidelines	Population		SAN BERN 26,000	28.334	32,865	ARY - Phela	sn/Pinon Hills	Library	22-Oct-01
,	functional	persounel/space	space	square	existing	projected		gyjeting	projected	- 1	
	component	designation	code	feet	2007	2011	2021	2007	2011	2021	notes
	etunponou+	полдивноп		LATION:	78,000	113,336	164,325	2007	DVJJ	2023	5.0 per capita by 2021.
		V-901000000	U.D	II area x	Bumber of	personner		net square			7
	personnel		PLYE	120	1.00	1.00	1.00	120	120	120	
1		Library Associate	SPO-D	48	2.00	2.00	2.00	96	96	96	
		Library Assistant 1	SPO-E	36	1.00	2.00	1.00	36	72	36	
,		PSE Adult	SPO-F	24	1.00	2.00	2.50	24	48	60	
		PSE Page	SPO-F	248		1.25	1.50	24	30	36	*
)			TAL FTE PERI	Ave	6.00	8,25	8,00				
1		PSE Maintenance	PO-F	100	0.50	0.50	0.50	50	50	50	<u> </u>
0		Volunteer	SPO-F	24	1.00	1.00	1.00	24	24	24	
1		***************************************			SUBTOTA	AL SQUARE	FOOTAGE.	374	440	422	
2			HD.	it area x	number of	f volumes	- 8				
3	collections	Reference	SHLV-R	0.12	200	200	200	24	24	24	
4		Popular display	SHLV-B	0.20	300	300	300	60	60	60	
5		Adult fiction	SHLV-A	0.08	10,000	12,000	15,000	800	960	1.200	
6		Adult non-fiction	SHLV-A	0.10	12,000	15,000	18,000	1,200	1,500	1,800	
7		Youth Easy/Picture	SHLV-YE	0.05	2,000	3.000	4,000	100	150	200	
8		Youth Fiction/Non-Fiction	SHLV-A	0.08	4000	6.000	8,000	320	480	640	
9		Young Adult	SHLV-A	0.08	250	500	750	20	40	60	
Ó		Media	SHLV-M	0.04	1.000	1.250	2,000	40	50	80	
1		Ourrent periodicals	SHLV-P	1.008	130	142	164	130	142	164	One subscription for every 200 persons.
2		Backfile periodicals	SHLV-CR	0.10	780	850	986	78	85		Hardcopy backfile retention for two years
3			TOTA	LITEMS:	30,660	39,242	49,400		- 27		
4			ITEMS PER		1.18	1.38	1.50				
5			1000000			L SQUARE		2,772	3,491	4,327	
6			us	it area x	number of			net square			
7	seating	Adult four-place	SEAT-AR	25	28	28	28	700	700	700	
8		Adult two-place	SEAT-AR	35	2		2	180	70	70	
9		Adult one-place	SEAT-AR	35	2		2	180	70	70	
0		Adult lounge	SEAT-AL	30	4		4	120	120	120	
1		Adult machine	SEAT-AT	36		10	10	360	360	360	
2		Adult bench	SEAT-AB	58		771	4		20	20	
3		Children's four-place	SEAT-CR	25	16	16	16	400	400	400	
4		Children's lounge (Read Alou-	and the second second second second	30	4	4	4	120	120	120	
5		Children's machine	SEAT-CR	36	6		6	216	216	216	
6		Children's floor	SEAT-CF	58		6	6	30	30	30	
7		Group study room	SEAT-AR	25	4	4	4	100	100	100	
8		Tutoring room	SEAT-AR	48	2		2	96	96	96	-
9			MAL READE		88	88	88	>10	90	900	
0			OF ITEMS P		348	446	561				
1		Multi-Purpose Meeting room	SEAT-S	12		90	80	960	960	960	
2		Conference room	SEAT-C	258		10	10		250	250	
3			SEAT-CF	12		30	30		360	360	
4		Youth Program room	SEAL-CE	1200		L SQUARE		4,092	3,872	3.872	
5				it were		and the second second second second	200			3,072	
		Number 2, 2, 4, 4		it area x	- 10		- 200	net square		0.00	
6		Service desk station	SVDSK-A	80	4	- 4	4	320	320	320	
7	spaces	Self-check station	SELF-CK	40			188			40	
8		OPAC station	SPO-G	24			1			24	
9		Printer station	SPO-H	16	1		1			16	
0		Display/gallery	CASE-X	30	2		2	60		60	
1		Literature rack	LIT-R	15			2			30	
		Workroom shelving	SHLV-X	9			B			72	
2		Staff worktable	WKTBL-A				188			96	
3		rest 1	CONTROL A	120	1		1			120	
3		Work counter	CNTR-A	_ 600		8	8	64		64	
3 4 5		Booktruck parking	BKTRK-A	8	В		a 2000	0.6	0.6	96	
3 4 5 6		Booktruck parking Photocopiet	BKTRK-A COPY-B	48	2	2	2		1,000,000,000		
2 3 4 5 6 7		Booktruck parking Photocopiet Staff lounge	BKTRK-A COPY-B STFF-LO	48 150	2	2	1	150	150	150	0
2 3 4 5 6 7 8		Booktruck parking Photocopiet Stoff lounge Staff locker	BKTRK-A COPY-B STFF-LO STFF-LK	48 150 2.5	2 1 8	2 1 8	1 B	150 20	150 20	150 20	
2 3 4 5 6 7 8		Booktruck parking Photocopier Stoff lounge Staff locker Supply room	BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R	48 150 2.5 100	2 1 8	2 1 8 1	1 B 1	150 20 100	150 20 100	150 20 100	
2 3 4 5 6 7 8 9		Booktruck parking Photocopier Staff lounge Staff locker Supply room Storage room	BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-R	48 150 2.5 100 120	2 1 8 1	2 1 8 1 1	1 B 1	150 20 100 120	150 20 100 120	150 20 100 120	
2 3 4 5 6 7 8 9 0		Booktruck parking Photocopier Stoff lounge Staff locker Supply room Storage room Maintenance room	BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-R MAINT-R	48 150 2.5 100 120 120	2 1 8 1 1	2 1 8 1 1	1 B 1 1	150 20 100 120 120	150 20 100 120 120	150 20 100 120 120	
2 3 4 5 6 7 8 9 0 1 2		Booktruck parking Photocopiet Stoff lounge Staff locker Supply room Storage room Maintenance room Entrance lobby	BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-R MAINT-R ENT-LOB	48 150 2.5 100 120 120 225	2 1 8 1 1 1	2 1 8 1 1 1	1 8 1 1 1 1	150 20 100 120 120 225	150 20 100 120 120 225	150 20 100 120 120 225	
2 3 4 5 6 7 8 9 0 1 2		Booktruck parking Photocopier Stoff lounge Staff locker Supply room Storage room Maintenance room	BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-R MAINT-R	48 150 2.5 100 120 120	2 1 8 1 1 1 1	2 1 8 1 1 1 1 1	1 B 1 1 1 1 1	150 20 100 120 120 226 36	150 20 100 120 120 225 36	150 20 100 120 120 225 36	
2 3 4 5 6 7 8 9 0 1 2 3 4		Booktruck parking Photocopiet Stoff lounge Staff locker Supply room Storage room Maintenance room Entrance lobby	BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-R MAINT-R ENT-LOB	48 150 2.5 100 120 120 225 36	2 1 8 1 1 1 1 1 5 5 5 5 5 7 7 7 7	2 1 8 1 1 1 1 1 1 1 1 1 1 1 1 1	1 8 1 1 1 1 1 5	150 20 100 120 120 225 36 1,709	150 20 100 120 120 225 36 1,709	150 20 100 120 120 225 36 1,709	
2 3 4 5 6 7 8 9 0 1 2 3 4 5		Booktruck parking Photocopiet Stoff lounge Staff locker Supply room Storage room Maintenance room Entrance lobby	BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-R MAINT-R ENT-LOB	48 150 2.5 100 120 120 225 36	2 1 8 1 1 1 1 1 1 1 1 SUBTONA	2 1 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	150 20 100 120 120 225 36 1,709 8,947	150 20 100 120 120 225 36 1,709 9,512	150 20 100 120 120 225 36 1,709 10,330	
2 3 4 5 6 7 8 9 0 1 2 3 4 5		Booktruck parking Photocopiet Stoff lounge Staff locker Supply room Storage room Maintenance room Entrance lobby	BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-R MAINT-R ENT-LOB	48 150 2.5 100 120 120 225 36	2 1 8 1 1 1 1 1 SUBTOTA	2 1 8 1 1 1 1 1 1 1 1 1/2 SQUARE TAL NET SQ	1 B B B B B B B B B B B B B B B B B B B	150 20 100 120 120 225 36 1,709 8,947 591	150 20 100 120 120 225 36 1,709	150 20 100 120 120 225 36 1,709	
2 3 4 5 6 7 8 9 0 1 2 3 4 5 6		Booktruck parking Photocopier Staff lounge Staff locker Supply room Storage room Maintenance room Entrance lobby Library coffee cart	BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-R MAINT-R ENT-LOB LIB-CC	48 150 2.5 100 120 120 225 36	2 1 8 1 1 1 1 1 SUBTOTA	2 1 8 1 1 1 1 1 1 1 1 1/2 SQUARE TAL NET SQ	1 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	150 20 100 120 120 225 36 1,709 8,947 591	150 20 100 120 120 225 36 1,709 9,512	150 20 100 120 120 225 36 1,709 10,330 961 9,369	
1 2 3 4 5 6 7 8 9 10 11 2 3 4 5 6 7 8 9 10 11 2 3 4 5 6 7 8 9 10 11 2 3 4 5 6 6 7 8 9 10 10 10 10 10 10 10 10 10 10 10 10 10		Booktruck parking Photocopiet Stoff lounge Staff locker Supply room Storage room Maintenance room Entrance lobby	BKTRK-A COPY-B STFF-LO STFF-LK SPLY-R STOR-R MAINT-R ENT-LOB LIB-CC	48 150 2.5 100 120 120 225 36	2 1 8 1 1 1 1 1 SUBTOTA	2 1 8 1 1 1 1 1 1 1 4L SQUARE FAL NET SQ for collection	1 B B B B B B B B B B B B B B B B B B B	150 20 100 120 120 225 36 1,709 8,947 591 8,356	150 20 100 120 120 225 36 1,709 9,512 761	150 20 100 120 120 225 36 1,709 10,330 961 9,369	

PHELAN/PINON HILLS		New 20-Year	Library Building		16-Oct-01	
Preliminary Estimate of Probable Cost	!		3		10:32 AM	
prepared by PROVIDENCE		c				
Construction Costs	square	unit	total			
DO NOT USE FOR M.P.	feet	cost/sf	cost	notes		
Site Development	56,000	\$8.50	\$476,000			
Construction	14,696	\$148.30	\$2,179,417	Assumes bid in secon	nd quarter of F	Y2006.
Contingency	14,696	\$14.83	\$217,942			
		SUBTOTAL	\$2,873,358	Construction \$/sf:	\$195.52	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	14,696	\$11.00	\$161,656	Assumes bid in FY20	006.	
Moveable Furnishings & Equipment	14,696	\$30.00	\$440,880	Assumes bid in FY20	006, includes I	T.
		SUBTOTAL	\$602,536			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$417,107	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$417,107			
TOTAL BUIL	DING ESTIN	MATED COST	\$3,893,002	Total Project \$/sf:	\$264.90	
Relocation Costs	number	average	total			
Actoculon Costs	of units	unit cost	cost			
Moving to new building	0	\$0.50	\$0			
New Materials	10,000	\$25.00	\$250,000			
	23,000	SUBTOTAL	\$250,000			
			1 - 2 - 3 - 2 - 2			
	GR	AND TOTAL	\$4,143,002	Total Project \$/sf:	\$281.91	
Escalation		percentage of	total			
2002		grand total	cost	D 1 . 6/ 6	<b>#40</b> 2 <b>4</b> 0	
2003		4%	\$4,308,722	Project \$/sf:	\$293.19	
2004		4%	\$4,481,071	Project \$/sf:	\$304.92	
2005		4%	\$4,660,314	Project \$/sf:	\$317.11	
2006		4%	\$4,846,726	Project \$/sf:	\$329.80	
2007		4%	\$5,040,595	Project \$/sf:	\$342.99 \$356.71	
2008		4%	\$5,242,219	Project \$/sf:	\$356.71	
2009		4%	\$5,451,908	Project \$/sf:	\$370.98	
2010		4%	\$5,669,984	Project \$/sf:	\$385.82	

# RIALTO BRANCH SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

A 10,000 SF building currently serves a population of 91,873<sup>1</sup>. The facility was built in 1966 by the City of Rialto and is leased by the County Library at an annual cost of \$44,640. The Rialto Library is located approximately 3 miles from the Bloomington Library and 4 miles from both the Fontana and Grand Terrace libraries.

A Facility Assessment revealed the following problems: inadequate parking for the physically challenged; access to building from the parking lot is somewhat unsafe due to Civic Center complex arrangement; handicapped mechanisms on main entry doors do not function; restrooms are poorly ventilated and too small for building occupancy size; no diaper-changing tables in restrooms; some leaking around plumbing fixtures; no smoke alarms; poor lighting levels in some areas; exit signs are not lighted; crumbling plaster near patio windows; inadequate furniture in staff workroom; and inadequate parking lot lighting (which is compounded by trees obscuring street lights).

The Library has a collection of 65,799 items, including periodicals, for an average of 0.72 per capita. There are 72 reader spaces, but no meeting room. Circulation averages about 1.96 per capita.

By the year 2021 the Rialto service area population is estimated to be 98,234, a modest increase of about 7 percent over a 20-year period. However, because the current facility is already too small and there is insufficient space to expand, the consultants recommend a new facility for the Rialto service area.

#### PROJECT SIZE

Assuming a one-story building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 43,971 SF, requiring 146 public and staff parking spaces. If population projections prove accurate the square footage per capita will increase from the present 0.11 to 0.45 by the year 2021.

## PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Rialto area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- A collection size of 147,300 items, including 19,500 young people's items, 6,000 media items, and 196 current periodical subscriptions;
- A total of 214 reader spaces, including 28 machine stations (16 for adults, 12 for children), an 8-seat quiet room, 3 group study rooms, and 2 tutoring/individual study rooms;
- Public meeting areas with seating for 344, including a 140-seat multi-purpose meeting room, conference rooms seating a total of 40, and a children's services program room with seating for 50;
- Homework, career, and literacy centers; a training room (computers and other types of training); and
- A full-time equivalent (FTE) staff of 17.5, including 2 FTE maintenance personnel, plus 3.0 FTE volunteers.

# **ESTIMATED COST**

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2006 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Rialto Library is \$13,895,739. The project cost per SF is \$316.02. This includes an allowance of \$250,000 for the acquisition of 10,000 new collection items at an average cost of \$25 each, and moving costs from the current building into the new facility.

This is a Tier Two project with an estimated completion date of 2008.

## **SUPPORTING INFORMATION**

A spreadsheet detailing the programmatic recommendations, plus a capital cost estimate, appears on the following pages.

per Plannir	Space Requirements ig Guidelines	Population	Building:	SAN BERN 91,873	95,000	98,234	RARY - Rialto	Library		22-Ort-01
functional	personnel/space	the s	square	ensisting	projected			projected		
component	designation	code	feet	2001	2011	2021	2001	2011	2021	notes
			LATTON:	Bumber of	personner	-191, 170	net square	rootage		From 1.96 to 5.0 per capita by 2021.
personnel		PU-LI	150	1.00	100	1.00	150	150	150	
	Librarian 1	SPO-D	48	0.00	2.00	2.00	- 0	96	96	
	Library Associate Library Assistant I	SPO-E	49 36	1.00	2.00 2.50	3.00	49 65	96 90	96 108	
	PSE Adult	SPO-F	24	0.7375	2.00	3.00	18	48	72	
	PSE Page	SPO-F	24	2.15	2.50	450	52	60	109	
		L PTE PER		6.70	1200	15.50				
	PSE Maintenance Volunte er	PD-F SPO-F	100	1.00	3.00	3.00	24	200	200 72	
	A plutice 61	1016	440		L SQUARE		357	812	902	
		w	it eree	anmber of						
callections	Reference	SHLV-R.	0.12	0	500	500	. 0	60	60	
	Popular display	SHLV-B	0.20	300	500	500	60	100	100	
	Adult fiction	SHLV-A	0.08	0	40,000	55,000	0	3.200 5.000	4.400 6.500	
	Adult non-fiction Youth Easy/Picture	SHLV-YE	0.10	0	50,000 4,500	65,000	0	225	300	
	Youth Piction/Non-Fiction	SHLV-A	0.08	0	9,000	12,000	0	720	960	
	Young Adult	SHLV-A	0.08	0	1.000	1,500	0	B0	120	
	Media	SHLV-M	0.04	0	4,000	6,000	0	160	240	
	Total collection	SHLV-R	0.12	64,899	190	196	7,788 150	190	196	One subscription for every 500 persons
	Current periodicals  Backfile periodicals	SHLV-P SHLV-CR	0.10	150 450	570	589	150 45	57	196 59	Hardcopy backfile retention for one year.
			L ITEMS	65,799	110.260	147,286				The second secon
		TEMS PER	CAPITA.	0.72	1.16	1.50				
		201,000,000				POOTAGE	8,043	9,792	12,935	
22.245	A duly form of the c		it area				net square	and the second second	1	
seating	Adult four-place Adult two-place	SEAT-AR	25 35	28	52	80	700 0	1.300 2B0	1.500 280	
	Adult one-place	SEAT-AR	35	0	8	8		280	280	
	Adult lounge	SEAT-AL	30	6	10	10	190	300	300	
	Adult machine	SEAT-AT	36	10	16	16	360	576	576	
	Adult index table	SEAT-AS	208	6	- 0	0	120	0	.0	
	Adult bench Children's four-place	SEAT-CR	5 25	0 20	6 32	6 36	500	30	30 900	
	Children's one-place	SEAT-CR	35	0	6	6	0	210	210	
	Children's lounge (Reed Aloud)		30	0	8	8	0	240	240	
	Children's machine	SEAT-CR	36	2	12	12	72	432	432	
	Children's floor	SEAT-CF	5	0	10	10		50	50	
	Group study room	SEAT-AR	25 25	0	12	12	0	300 350	300 350	
	Tutoring room	SEAT-AR	48	0	8	8	0	3B4	384	
		AL READS	R SEATS	72	202	214				
		FITEMS F		914	548	688				
	Multi-Purpose Meeting room	SEAT-S	12	0	140	140 40	0	1.680	1.680 1000	
	Conference room Youth Program room	SEAT-CF	12	0	40 50	50	0	1,000	600	
	Hornework center	HOME-C	36	0	30	30	0	1.080	1080	
	Career center	CAR-C	25	0	30	30	0	750	750	
	Literacy center	LIT-C	36	0	30	30	- 0	1.080	1080	
	Training room	SEAT-AT	368	0	24	24	0	864	964	
		m	It area	SUBTOTA Comberat		POOTAGE	net square	12.5B6	12,886	
sunnari	Service desk station	SVDSK-A	80	5	6	6	400	4B0	480	
spaces		SELF-CK	40	ő	2	2	. 0	B0	80	
- Ver emove	OPAC station	SPO-0	24	3	2	2	72	48	48	
	Printer station	SPO-H	16	0	2	2	- 0	32	32	
	Display/gallery Literature rack	CASE-X LIT-R	225 15	0.15	3 4	3	34 30	67S	675 60	
	Pamphlet file	FILE-L	20	3	3	0	60	60	0	
	Atlas case	CASE-A	25	1	0	0	25	0	0	
	Dictionary stand	DICT-S	25	1	0	0	25	. 0	0	
	Worksoom shelving	SHLV-X	9	16	16	16	144	144	144	
	Staff worktable Work counter	WKTBL-A CNTR-A	96 120	2	2 2	2	192 120	192 240	192 240	
	Booktruck parking	BKTRK-A	8	10	16	16	80	128	128	
	Photocopiet	COPY-B	49	2	3	3	96	144	144	
	File cabinet	FILE-OL	20	3	0	0	60	0	0	
	Staff locker Staff lounge	STFF-LK	2.5	0.25	. 22	22	50 56	55	55 225	
	Legist C Indings	STFF-LO	225 36	0.න 4	1 1	1	144	225 36	36	
		SPLY-R		0	1	1	0		64	
	Supply room Storage room	SPLY-R STOR-R	64	8 0			0		400	
	Supply room Storage room Maintenance room		64 400	0	1	1				
	Supply room Storage room Maintenance room Entrance lobby	STOR-R MAINT-R ENT-LOB	64 400 800	0 0.1	1	1	80	800	800	
	Supply room Storage room Maintenance room Entrance lobby Library café	STOR-R MAINT-R ENT-LOB LIB-C	64 400 800 225	0 0.1 0	1	1 1	90	800 225	800 225	
	Supply room Storage room Maintenance room Entrance lobby	STOR-R MAINT-R ENT-LOB	64 400 800	0 0.1 0 0	1 1 1	1 1 1	90 0	800 225 200	800 225 200	
	Supply room Storage room Maintenance room Entrance lobby Library café	STOR-R MAINT-R ENT-LOB LIB-C	64 400 800 225	0 0.1 0 0 5UBTOTA	1 1 1 L SQUARE	1 1 1 FOOTAGE	90 0 0 1.669	800 225 200 4.298	800 225	
	Supply room Storage room Maintenance room Entrance lobby Library café	STOR-R MAINT-R ENT-LOB LIB-C	64 400 800 225 200	0 0.1 0 0 5UBTOTA	1 1 1 L SQUARE AL NET SQ	1 1 1 POOTAGE UARE FEET	0 0 1,669 11,999 1,304	800 225 200 4,299 27,478 2,180	225 200 4,229 30,951 2,920	
	Supply room Storage voorn Meintenance room Entrance lobby Library café Loading dock	STOR-R MAINT-R ENT-LOB LIB-C LOAD-D	64 400 800 225 200	0 0.1 0 0 <i>SUBTOTA</i> TOT ess allowance	1 1 1 L SQUARE AL NET SQ for collectio AL NET SQ	1 1 1 FOOTAGE UARE FEET ns 'in-the-an' UARE FEET	1,669 1,669	800 225 200 4,299 27,478 2,180 25,298	800 225 200 4,229 30,951 2,920 28,031	
	Supply room Storage room Meintenence room Entrance lobby Library café Loading dock  Average Component Efficie	STOR-R MAINT-R ENT-LOB LIB-C LOAD-D	64 400 800 225 200	0 0.1 0 0 0 SUBTOTA TOT ess allowance TOT	1 1 1 1 2 SQUARE AL NET SQ for collectio AL NET SQ T	1 1 1 1 FOOTAGE DUARE FEET IN 'In-the-an' DUARE FEET OTAL NASF	11,999 1,304 10,695 12,583	800 225 200 4,299 27,478 2,180 25,290 29,762	800 225 200 4,229 30,951 2,920 28,031 32,978	
	Supply room Storage voorn Meintenance room Entrance lobby Library café Loading dock	STOR-R MAINT-R ENT-LOB LIB-C LOAD-D	64 400 900 225 200 0.85 0.85	0 0.1 0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	1 1 1 1 L SQUARE AL NET SQ for collectio AL NET SQ TO GROSS SQ	1 1 1 1 FOOTAGE DUARE FEET OF THE BEET OTAL NASF DUARE FEET	10,695 12,583 14,803	255 200 4,299 27,478 2,180 25,296 29,762 35,015	800 225 200 4,229 30,951 2,920 28,031 32,978 38,798	Restrooms part of Unassignable Space.
	Supply room Storage room Meintenence room Entrance lobby Library café Loading dock  Average Component Efficie	STOR-R MAINT-R ENT-LOB LIB-C LOAD-D	64 400 900 225 200 0.85 0.85	0 0.1 0 0 0 SUBTOTA TOT ess allowance TOT	1 1 1 L SQUARE TAL NET SQ for collection TAL NET SQ TOT GROSS SQ FTOTAL SQ	1 1 1 1 FOOTAGE VARE FEET OUARE FEET OUARE FEET OUARE FEET OUARE FEET	1,669 1,695 1,2583 1,804 10,695 12,583 14,803 10,000	225 200 4,299 27,478 2,180 25,296 29,762 35,015 10,000	800 225 200 4,229 30,951 2,920 28,031 32,978	Restrooms part of Unassignable Space. Per capita SF now 0.11.
	Supply room Storage room Meintenence room Entrance lobby Library café Loading dock  Average Component Efficie	STOR-R MAINT-R ENT-LOB LIB-C LOAD-D LOAD-D acy Factor =	64 400 900 225 200 0.85 0.85 EXISTING	0 0.1 0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	1 1 1 1 1 L SQUARE AL NET SQ for collectio 'AL NET SQ T GROSS SQ FTOTAL SO	1 1 1 1 PROOFACE UUARE FEET O'UARE FEET O'TAL NASP UUARE FEET UUARE FEET UUARE FEET UUARE FEET UUARE FEET	80 0 1,669 11,999 1,304 10,695 12,583 14,803 10,000 (4,803)	800 225 200 4,298 27,478 2,180 25,296 29,762 35,015 10,000 (25,015) 39,683	800 225 200 4.229 30.951 2,920 28.031 32.978 38.798 10.000 (28.798) 43.971	
	Supply room Storage voorn Meintenance room Entrance lobby Library cofé Loading dock  Average Component Efficie Existing Building Efficie	STOR-R MAINT-R ENT-LOB LIB-C LOAD-D LOAD-D acy Factor =	64 400 900 225 200 0.85 0.85 EXISTING	0 0.1 0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	1 1 1 1 1 1 L SQUARE AL NET SQ for collectio 'AL NET SQ TOTAL SQ FTOTAL SQ PARKI	1 1 1 1 FOOTAGE VARE FEET OUARE FEET OUARE FEET OUARE FEET OUARE FEET	80 0 1,669 11,999 1,304 10,695 12,583 14,803 10,000 (4,803)	800 225 200 4,299 27,478 2,180 25,296 29,762 35,015 10,000 (25,015)	800 225 200 4,228 30,951 2,920 28,031 32,978 38,798 10,000 (28,298)	Per capita SF now 0.11.

RIALTO LIBRARY		New 20-Ye	ear Library Buildi	ing	16-Oct-01	
Preliminary Estimate of Probable Cost	•		<u> </u>		10:33 AM	
prepared by PROVIDENCE		c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	162,000	\$8.50	\$1,377,000			
Construction	43,971	\$148.30	\$6,520,899	Assumes bid in last of	quarter of FY2	006.
Contingency	43,971	\$14.83	\$652,090			
		SUBTOTAL	\$8,549,989	Construction \$/sf:	\$194.45	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	43,971	\$11.00	\$483,681	Assumes bid in FY20	007.	
Moveable Furnishings & Equipment	43,971	\$30.00	\$1,319,130	Assumes bid in FY20	007, includes	IT.
		SUBTOTAL	\$1,802,811			
Project Costs		percentage of	total			
		construction	cost	0/ 60 /		
Design Fees		12%	\$1,242,336	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$1,242,336			
TOTAL BUIL	DING ESTIN	MATED COST	\$11,595,136	Total Project \$/sf:	\$263.70	
Relocation Costs	number	avaraga	total			
Relocation Costs	of units	average unit cost				
Moving to now building	66,000	\$0.50	\$33,000			
Moving to new building New Materials	10,000	\$25.00	\$250,000			
1 (OW ITALOTTAL)	10,000	SUBTOTAL	\$283,000			
		SUBTUTAL	\$203,000			
	GR	AND TOTAL	\$11,878,136	Total Project \$/sf:	\$270.14	
Escalation		percentage of	total			
2002		grand total	cost		<b>***</b> ****	
2003		4%	\$12,353,262	Project \$/sf:	\$280.94	
2004		4%	\$12,847,392	Project \$/sf:	\$292.18	
2005		4%	\$13,361,288	Project \$/sf:	\$303.87	
2006		4%	\$13,895,739	Project \$/sf:	\$316.02	
2007		4%	\$14,451,569	Project \$/sf:	\$328.66	
2008		4%	\$15,029,632	Project \$/sf:	\$341.81	
2009		4%	\$15,630,817	Project \$/sf:	\$355.48	
2010		4%	\$16,256,050	Project \$/sf:	\$369.70	



Rialto Branch Library

Rialto Branch Library Cracks/gaps in front door





Rialto Branch Library Workroom, staff break area



Rialto Branch Library Inadequate lighting

Rialto Branch Library
Glare through west
facing door/window





Rialto Branch Library
Work room - crowding,
furniture and staff break area

# TWENTYNINE PALMS BRANCH SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

A 4,762 SF building currently serves a population of 14,764<sup>1</sup>, plus a portion of the 8,413 residents of the adjacent Twentynine Palms Marine Corps Base. The County-owned facility was built in 1959 and expanded in 1975. The Twentynine Palms Library is located approximately 16 miles from the Joshua Tree Library. The next closest is the Yucca Valley Library, which is about 21 miles away.

A Facility Assessment revealed the following problems: parking is at rear of facility; remnants of metal poles in driveway damage tires; sidewalk is uneven; lack of a curb ramp makes access to building difficult for physically challenged; faulty exterior lighting causes frequent bulb-burnout; no interior ramps for disabled patrons; restrooms are not ADA compliant and contain no diaper-changing tables; restroom exhaust fans do not function; flooding in men's restroom; no smoke alarms; bubbles in carpet create tripping hazards; some areas of bookstacks poorly lighted and ballasts need constant replacing; rodent infestation; lack of insulation in parts of building cause temperature fluctuations; inadequate power outlets; noisy HVAC system; an inadequate telephone system; detached weather stripping around windows; roof leaks during heavy rains and water enters building under the main entry door and around windows; several tiles in workroom ceiling are missing and others are stained; doors are cracked and difficult to close; and furniture is worn/stained/soiled.

The Library has a collection of 38,442 items, including periodicals, for an average of 2.60 per capita. There are 47 reader spaces and a meeting room with seating for 40. Circulation is about 5.71 per capita.

By the year 2021 the Twentynine Palms service area population is estimated to be 26,340, an increase of 78.4 percent over a 20-year period. Because there is no room for further expansion, the consultants recommend that a new facility be built to accommodate this growth.

## PROJECT SIZE

Assuming a single-level facility with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 10,755 SF, requiring 54 public and staff parking spaces. If population projections prove accurate, the square footage per capita will increase from the present 0.32 to 0.40 by the year 2021.

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Twentynine Palms area with adequate library service through 2021, the consultants recommend that the new facility include the following:

- A collection size of 55,000 items, including 14,000 items for young people, 4,000 media items, and 132 current periodical subscriptions;
- A total of 46 reader spaces, including 12 machine stations (8 for adults, 4 for children) and 2 tutoring/individual study rooms;
- A 40 seat multi-purpose meeting room; and
- A full-time equivalent (FTE) staff of 9.1, including a Literacy Specialist and .50 FTE maintenance personnel, plus one FTE volunteer.

#### ESTIMATED COST

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the second quarter of FY 2006 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Twentynine Palms Library is \$3,367,097. The project cost per SF is \$313.07. This includes an allowance for moving costs from the current building into the new facility.

This is a Tier Two project with an estimated completion date of early 2008.

#### **SUPPORTING INFORMATION**

A spreadsheet detailing the programmatic recommendations, plus a capital cost estimate, appears on the following pages.

		pace Requirements g Guidelines	Population		SAN BERN 14764	ARDINO O 19.720	DUNTY LIBI 26.340	ARY - Twei	ity-Nine Paln	as Library	22-Oct-01
		personnel/space	.quee	square		projected	20.747	existine	nentected		
2		de aggretion	code	teet	exanting 2001	2011	2021	2001	projected 2011	2021	poles
	o temporarus	ae.qquantu		ILATION:	84367	123,250	197.550	24402	2011	2022	From 5.71 to 7.50 per capita by 2021.
			UI.	nt area	number of	t personner					From 6.71 to 1.50 per capital of 2021.
	personner	LIDERTRD I	SPO-U	64	1.00	1.00	1.00	64	64	64	
1		Library Associate	SPO-D	48	0.00	0.50	1.00	0	24	48	<u> </u>
5		Library Assistant I	SPO-E	36	1.00	1.50	2.00	36	54	72	<u> </u>
S.		Literacy Specialist	SPO-C	64	0.75	0.75	0.75	49	48	48	
7		PSE Adult	SPO-F	24	1.975		2.00	45	49	48	
3		PSE Page	SPO-F	24	1.375	1.50	1.85	33	36	44	
1			L FTE PER		6.00		8.60				
0		PSE Maintenance	PO-F	100	0.00		0.00	0	. 0	0	
1		Volunteer	SPO-F	. 24			1.00	24	24	24	**
2			700			AL SQUARE	FOOTAGE	250	298	348	
3			0.10	nit area	number a						
	callections		SHLV-R	0.12	0		300	0	36	36	
5		Popular display	SHLV-B	0.20	200		200	40	40	40	-
6		Adult fiction	SHLV-A	0.08	0		16.000	0	1.200	1.280	
7		Adult non-fiction	SHLV-A	0.10	0	18,000	20.000	0	1.800	2.000	
9		Youth Easy/Picture Vorath Diction Mon-Diction	SHLV-YE	0.05	0	21333	4.000°	0	150 490	200° 640	
0		Youth Fiction/Non-Fiction	SHLV-A	0.08	0	6,000 1,500	2,000	9	120	160	
1		Young Adult Me dia	SHLV-M	0.04	0		4.000	0	120	160	
5		Total collection	SHLV-M	0.12			4.000	4536	120	100	
3		Current periodicals	SHLV-R	1.00	37,804 110		132	4,530 1 <b>1</b> 0	99	132	One subscription for every 200 persons.
4		Backfile periodicals	SHLV-CR	0.10	330		395	33	30	40	Hardcpy backfile retention for one year.
5		Exemite penouters		L ITEMS	38.442	47,394	55.027	- 33	50	40	and the product continue for one year.
6			ITEMS PER		2.60		2.09				
7		1	Autority & Sale	and sort		L SOUARE		4719	4.074	4,687	
B			pri	it area	number a	Company to the later than the second	- Constitution	net square		-5402	
9	coating	Adult four-place	SEAT-AR	25	16		16	400	400	400	
0	Jewang	Adult lounge	SEAT-AL	30	5	4	4	150	120	120	
1		Adult machine	SEAT-AT	36	. 6	8	8	216	288	288	
2		Adult index table	SEAT-AS	20	6	0	0	120	0	0	
3		Adult bench	SEAT-AB	5	0		2	0	10	10	
4		Children's four-place	SEAT-CR	25	8	8	8	200	200	200	
5		Children's slant top	SEAT-CS	20	6	0	0	120	0	0	
6		Children's lounge (Read Aloud)		30	0	2	2	0	60	60	-
7		Children's machine	SEAT-CR	36	0		4	0	144	144	
8		Tutoring room	SEAT-AR	48		2	2	0	96	96	
9		-	AL READS	W commenced and the	47		46		30		
0			F ITEMS F		818	1030	1196				
1		Multi-Purpose Meeting room	SEAT-S	12	40		40	480	480	480	
2					SUBTOTA	L SQUARE		1,686	1.798	1.798	
3			81	it area		the plant of the second section is		net square	footage		
4	support	Service desk station	SVDSK-A	90	5	2	2	400	160	160	
5		OPAC station	SPO-G	24	.0	1	1	Û	24	24	
6		Printer station	SPO-H	16	0		1	0	16	16	
7		Dictionary stand	DICT-S	25	1	0	0	25	0	0	
В		Display case	CASE-X	30	1		1	30	30	30	
9		Literature rack	LIT-R	15	10		2	150	30	30	
0		Pamphle t file	FILE-L	20	2		0	40	0	0	
1		Workroom shelving	SHLV-X	9			4	45	36	36	
2		Staff worktable	WKTBL-A	96	1	1	1	96	96	96	
3		Work counter	CNTR-A	120	3	1	1	360	120	120	
4		File cabinet	FILE-OL	20	2	0	0	40	0	0	
5.		Booktruck parking	BKTRK-A	8	4	- 4	4	32	32	32	
6		Photocopier	COPY-B	48	- 1	1	1	48	48	48	
7		Staff lounge	STFF-LO	160	1	1	1	160	160	160	
8		Staff lockers	STFF-LK	2.5	0		10	- 0	25	25	
9		Supply cabinet	SPLY-C	36	0		1	0	36	36	
Û		Storage cabinet	STOR-C	48	0		1	0	48	48	
1		Maintenance room	MAINT-R	90	.0		1	0	90	80	
2		Entrance lobby	ENT-LOB	100	0		1	0	90	80	
3		Library coffee cart	LIB-CC	36	0		1	0	36	36	
4					SUBTOTA	IL SQUARE		1,426	1,057	1,057	
5				- 1			UARE FEET		7,227	7,891	
6				1			ns "in-the-air"		934	1,084	
7					101		UARE FEET		6,293	6,807	
В		Average Component Efficier			Direct Co.		OTAL NASF		7,404	8,008	
9		Existing Building Efficien	ncy Fector -				UARE FEET		8.226	8.898	Restrooms part of Unassignable Space.
0				EXISTIN	BUILDING		UARE FEET		4.762	4.762	Per capita SF now 0.32.
1						8861	(under)	(4.808)	(3,464)	(4.136)	2 200 000
2		New Building Efficienc	y Factor -	0.75			110 01 1		9,872	10.677	Per capita SF 0.41 by 2021.
13				- 1			NO SPACES		50	50	000 00 51 11
1.3				33		MAKKING C	UIDELINES	24	49	53	One space per every 200 SF of building.
74				18		C 100 1 10 2 10 10	( under )	26	1	(3)	

TWENTYNINE PALMS LIBRARY		New 20-Ye	ear Library Buildi	ng	16-Oct-01	
Preliminary Estimate of Probable Cost	t		•		10:34 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	42,000	\$8.50	\$357,000			
Construction	10,755	\$148.30	\$1,594,967	Assumes bid in secor	nd quarter of F	Y2006.
Contingency	10,755	\$14.83	\$159,497			
,		SUBTOTAL	\$2,111,463	Construction \$/sf:	\$196.32	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	10,755	\$11.00	\$118,305	Assumes bid in FY20	006.	
Moveable Furnishings & Equipment	10,755	\$30.00	\$322,650	Assumes bid in FY20	007, includes 1	T.
		SUBTOTAL	\$440,955			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$306,290	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$306,290			
TOTAL BUIL	DING ESTIN	MATED COST	\$2,858,708	Total Project \$/sf:	\$265.80	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	39,000	\$0.50	\$19,500			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$19,500			
	GR	AND TOTAL	\$2,878,208	Total Project \$/sf:	\$267.62	
	01		\$ <b>2</b> ,070,200	10των 11 σχεύν φγισχί	Ψ207102	
Escalation		percentage of	total			
		grand total	cost			
2003		4%	\$2,993,337	Project \$/sf:	\$278.32	
2004		4%	\$3,113,070	Project \$/sf:	\$289.45	
2005		4%	\$3,237,593	Project \$/sf:	\$301.03	
2006		4%	\$3,367,097	Project \$/sf:	\$313.07	
2007		4%	\$3,501,781	Project \$/sf:	\$325.60	
2008		4%	\$3,641,852	Project \$/sf:	\$338.62	
2009		4%	\$3,787,526	Project \$/sf:	\$352.16	
2010		4%	\$3,939,027	Project \$/sf:	\$366.25	



# **Twentynine Palms Branch Library**

Twentynine Palms
Branch Library
Crowded reading area





Twentynine Palms Branch Library Stained ceiling



Twentynine Palms
Branch Library
Staff work/break room;
multiplexer wiring problematic

Twentynine Palms
Branch Library
Various "blind" spots caused by
shelving arrangement dictated
by building design





Twentynine Palms
Branch Library
Rear of library with SW
exposure to desert elements;
badly cracked parking lot

Twentynine Palms
Branch Library
Line of sight
supervision inadequate



# YUCCA VALLEY BRANCH SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

An 8,252 SF building currently serves a population of 16,885<sup>1</sup>. The leased facility, which is owned by the Town of Yucca Valley, opened in November 1973 and was remodeled in 1986. Annual cost for the lease is \$19,020. The library closest to Yucca Valley is Joshua Tree, located approximately 7 miles away. 29 Palms is 21 miles distant.

A Facility Assessment revealed the following problems: restrooms are only marginally ADA compliant and have no diaper-changing tables; extreme temperature fluctuations throughout the building; poor lighting and missing light covers throughout the building; roof leaks if rain gutters not cleaned regularly; stained ceiling tiles; sliding glass doors need new rollers; prevailing wind blows leaves into the building when west doors are opened; poor exterior signage.

The Library has a collection of 47,529 items, including periodicals, for an average of 2.81 per capita. There are 56 reader spaces and a meeting room with seating for 50. Circulation averages a very high 7.13 per capita.

Although the Yucca Valley service area population is estimated at 45,731 by the year 2021 (an increase of more than 170 percent), the consultants believe that expanding the present facility will be sufficient to accommodate this growth.

## PROJECT SIZE

Assuming a net-to-gross efficiency factor of 75 percent, the consultants propose a facility expansion to 20,534 SF, which would require 102 public and staff parking spaces. If population projections prove accurate, the square footage per capita will be 0.45 in the year 2021.

## PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Yucca Valley area with adequate library service through 2021, the consultants recommend that the expanded facility include the following:

- A collection size of 68,800 items, including 12,800 items for young people, 4,700 media items, and 152 current periodical subscriptions;
- A total of 100 reader spaces, including 18 machine stations (10 for adults, 8 for children) and a tutoring/individual study room;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- Public meeting areas with seating for 187, including a 75-seat multi-purpose meeting room, conference rooms seating a total of 20, a program room for children with seating for 40, a 12 person training room (computers and other types of training); and
- A full-time equivalent (FTE) staff of 15.5, including a Literacy Specialist and 0.75 FTE maintenance personnel, plus 3.0 FTE volunteers.

## **ESTIMATED COST**

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2006 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Yucca Valley Library is \$4,219,336. The project cost per SF is \$272.20.

This is a Tier Two project with an estimated completion date of 2007.

# **SUPPORTING INFORMATION**

A spreadsheet detailing the programmatic recommendations, plus a capital cost estimate, appears on the following pages.

		pace Requirements g Guidelines	Population	Building: 1 Served:	5AN BERN 16,885	27,788	45.731	MARY - YUCC	a valley Life	ary	22-Oct-01
,	Ametional	parsonnelspace	space	:cquare	enavating	projected		extrang	projected		
	component	designation	codo	feat	2001	2011	2021	2001	2011	2021	notes
				ALATICAL	120,460 number of	personnel	411.529	net square	tootage		From 7.13 to 9.0 per capita by 2021.
	personnel	Librarian i	SPO-U	64	100	1.00	1.00	64	64	64	
		Library Associate	SPO-D	48	1.00	2,00	3.00	48	96	144	
		Library Assistant I	SPO-E	36	0.00	2,00	3.00	0	72	108	
	-	Literacy Specialist	SPO-C SPO-F	64 24	0.625 1.45	2.00	1.000 3.00	40 35	64 4B	64 72	
		PSE Adult PSE Page	SPO-F	24	2.2125	3,00	3.75	53	72	90	
			L FTE PER		6.2875	11.00	14.75		10		
)		PSE Maintenance	PO-F	100	0.55	0.75	0.75	55	75	75	
l		Volunteer	SPO-F	24	1.00	2,00	3.00	24	4B	72	
2						L SQUARE.	FOOTAGE	319	539	689	
3	L.			nit area 3							
4	collections	Reference	SHLV-R	0.12	0	300	400	0	36	48	
5	1	Popular display Adult fiction	SHLV-B	0.20	.300	28,000	22,000	60	1.600	60 1,760	
7	_	Adult non-fiction	SHLV-A	0.10	0	25.000	28.000	0	2.500	2,800	
В		Youth Easy/Picture	SHLV-YE		0	3.000	4.000	0	150	200	
9		Youth Fiction/Non-Fiction	SHLV-A	0.08	0	6,000	8.000	0	480	640	
0		Young Adult	SHLV-A	0.08	0	500	800	0	40	64	
ı		Media	SHLV-M	0.04	0	3,500	4.700	0	140	188	
2		Total collection	SHLV-R	0.12	46.629	0	0	5,595	0	0	
3	-	Ourrent periodicals	SHLV-P	1.00	150	93	152	150	93	152	One subscripton for every 300 persons.
5		Backfile periodicals	SHLV-CR	0.10	450 47,529	278 58.971	457 68.810	45	2B	46	Hard copy backfile retention for one year.
6			TEMS PER	L ITEMS:	2.81	2.12	1.50				
7		· · · · · · · · · · · · · · · · · · ·	LUMB FEF	Con CAN		L SQUARE.		5,850	5.126	5,958	
3			W	ut area	number of			net square			
3	seating	Adult four-place	SEAT-AR	25	28	40	40	700	1,000	1,000	
n		Adult lounge	SEAT-AL	30	4	8	8	120	240	240	
1		Adult machine	SEAT-AT	36	10	10	10	360	360	360	
2		Adult bench	SEAT-AB	5	- 4	- 4	4	20	20	20	
3	-	Children's four-place	SEAT-CR	25	1	28	24	200	600	600	
4	_	Children's lounge (Read Aloud) Children's machine	SEAT-CR	30 36	0	8	d B	30	120 28B	120 288	
6		Tutoring room	SEAT-AR	dB	1	2	2	48	96	96	
7	_		AL READS		56	100	100				
В			FITEMSE		8.69	500	688				
g		Multi-Purpose Meeting room	SEAT-S	12	30	75	75	360	980	900	
Ö		Conference room	SEAT-C	25	20	20	20	500	500	500	
1		Youth Program room	SEAT-CF	12	0	40	40	0	480	480	
2		Homework center	HOME-C	36	.0	20	20	0	480	480	
3	1	Literacy center	LIT-C	36 36	0	20 12	20 12	0	480 480	480 480	
5		Training room	SEAT-AT	360		L SQUARE.		2,338	6.044	6,044	
6			, u	it area	number of			net square		-	
7	support	Service deak station	SVDSK-A	90	6	4	4	490	320	320	
9		Self-check station	SELF-CK	40	0	2	2	0	80	90	
9	1000000	OPAC station	SPO-G	24	4	2	2	96	48	49	
0		Printer station	SPO-H	16	0	- 2	2	0	32	32	
1	-	Display case	CASE-X	30	1	2	2	30	60	60	
2		Literature rack	LIT-R	15	1	2	2	15	30	30	
3		Pamphlet file Microform cabinet	FILE-L MICRO-C	20	4	0	0	90	0	0	
5		Dictionary stand	DICT-S	25	1	0	0	25	0	0	
6		Globe	GLOB-X	25	0	1	1	0		25	
7		Workroom shelving	SHLV-X	9	11	10	10	99	90	90	
9		Staff workstable	WKTBL-A		2	1	1	192	96	96	
9		Work counter	CNTR-A	120	1	1	1	120	120	120	
0		File cabinet	FILE-OL	20	2	0	0	40	0	0	
1		Booktruck parking	BKTRK-A		5	10	10	40	80	90	
3	-	Photocopies Staff lounge	COPY-B STFF-LO	496	1	0.25	0.25	49 496	122	49 122	
4		Staff locker	STFF-LK	2.5	15	16	16	39		40	
5		Supply cabinet	SPLY-C	36	0	1	1	0	36	36	
6		Storage cabinet	STOR-C	49	0	1	1	0		49	
7		Maintenance room	MAINT-R	100	0	1	1	0	100	100	
9		Entrance lobby	ENT-LOB	225	0	1	1	0		225	
9		Library store	LIB-STOR		1	1	1	120	120	120	
0	-	Library coffee cart	LIB-CC	36	0	1	1	0		36	
2	-			-		AL MET SO		1.929	1,756	1,756	
3				1	ess allowance		UARE FEET		13.465	1,356	
				1 1			UARE FEET		12.299	13.091	
		Average Component Efficier	ncy Factor -	0.85			OTAL NASF		14.469	15,401	
1		Existing Building Efficien			BUILDING		UARE FEET		16.077	17.112	Restrooms part of Unassignable Space.
4							UARE FEET		8.252	9.252	Per capita SF now 0.49.
4 5 6 7				Puls 1168	& POLLDING	LOTUTERA	OLIT LEFT	01000			2 4 64 A Sparts Std. 44 44 11 (11.76)
4 5 6 7					) BOILDING		( under )		(7.025)	(0.060)	
4 5 6 7 8 9		Expanded Building Efficienc	y Factor -		BOILDING	over	( under )	(4.163)	(7.825) 19.292	(0.060) 20.534	Per capita SF 0.45 by 2021.
4 5 6 7 8 9 0 1		Expanded Building Efficienc	y Factor -			PARKI		(4.163) 100	(7.025)	(0.060)	

YUCCA VALLEY LIBRARY	Renovated/I	Expanded 20-Ye	ear Library Buildin	ıg	16-Oct-01	
Preliminary Estimate of Probable Cos	t		-		10:35 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	20,000	\$8.50	\$170,000			
Construction (new)	12,282	\$148.30	\$1,821,421	Assumes bid in last of	quarter of FY2	2006.
Construction (renovation)	8,252	\$25.00	\$206,300			
Contingency	12,182	\$14.83	\$180,659			
		SUBTOTAL	\$2,378,380	Construction \$/sf:	\$153.43	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	20,534	\$11.00	\$225,874	Assumes bid in FY2		
Moveable Furnishings & Equipment	20,534	\$30.00	\$616,020	Assumes bid in FY2	007, includes	IT.
		SUBTOTAL	\$841,894			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$386,433	% of Consturction +	Move-In Cos	ts.
		SUBTOTAL	\$386,433			
TOTAL BUII	LDING ESTIN	MATED COST	\$3,606,706	Total Project \$/sf:	\$232.68	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	0	\$0.50	\$0			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$0			
	GR	AND TOTAL	\$3,606,706	Total Project \$/sf:	\$232.68	
Escalation		percentage of	total			
250www.tott		grand total	cost			
2003		4%	\$3,750,975	Project \$/sf:	\$241.98	
2004		4%	\$3,901,014	Project \$/sf:	\$251.66	
2005		4%	\$4,057,054	Project \$/sf:	\$261.73	
2006		4%	\$4,219,336	Project \$/sf:	\$272.20	
2007		4%	\$4,388,110	Project \$/sf:	\$283.09	
2008		4%	\$4,563,634	Project \$/sf:	\$294.41	
2009		4%	\$4,746,180	Project \$/sf:	\$306.19	
2010		4%	\$4,936,027	Project \$/sf:	\$318.43	



# Yucca Valley Branch Library

Yucca Valley Branch Library
Power posts required due to
inadequate wiring lay-out





Yucca Valley
Branch Library
Staff traffic flow obstructed
by support posts



Yucca Valley Branch Library
Crowded workroom



Yucca Valley Branch Library Children's area

# LIBRARY ADMINISTRATION BUILDING SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

The San Bernardino County Library Administration and support services is currently located in a modest two-level building in San Bernardino. Built in 1967, the square footage of the facility is 18,196. It is strictly an administrative/support services facility for the 28 neighborhood branch libraries. No check-out of materials takes place here.

It does house a 2nd level reference collection and service as well as a Government Documents collection that support the various branch libraries and other county departments. It is recommended that these collections be housed in the new Fontana Library when it is completed.

Over the life of the building, some minor improvements and upgrades have been made. However, approximately 90% of the facility remains unchanged. An extensive renovation within the next five to seven years would be useful to be an adequate facility for its mission.

# PAST, PRESENT, FUTURE

During the 1960's it was popular for buildings, especially those occupied by government offices, to be constructed with few or no windows to prevent outside influences from interfering with the tasks at hand. This facility is no exception, with only one 4 by 5 foot window over a small sink in the Northeast section of the building. A set of double glass doors allows minimal natural light into the front entry, while all other walls are solid masonry. It is recommended that natural lighting outlets, either windows or skylights, be installed for both vision and aesthetic improvement.

As technology advanced, the Administration building was jury-rigged to accept computer and other communication lines. In order to ensure the integrity of the new equipment, it is essential that major renovation of the electrical and communication lines be addressed at the earliest time possible. Lighting and ergonomic workstations are a secondary concern. Some updating of ballasts and reconfiguration of the light system was done last year to conserve energy. However, glare from fluorescent overhead lights is a problem for computer users who accomplish a major portion of their work on this equipment.

Electrical and telephone outlets, designed to provide power for 1960's office machines, was adequate at that time but are 40 years behind today's technology. Fax machines, computers, copiers, and other machines demand greater adaptability than is available in this facility. Due to permanent outlet positions, electric and telephone cords often must extend across walkways and/or under desks, spaghetti wiring is visible throughout the building.

The open floor plan and insufficient ventilation make the building difficult to cool in summer and heat in cooler weather. The heating system is geothermal, with an auxiliary unit to supplement the water temperature when necessary. Air-conditioning has been problematic.

Due to a computer problem, the system was not cooling to capacity. However, when a manual control was installed the problem was resolved. Therefore, there is no recommendation for HVAC upgrade at this time.

Restrooms do not meet federal ADA standards, therefore this shortfall must be addressed and remedied. Currently, there are no library employees who require these accommodations. However, with a medium-size meeting room available to both library personnel and other county departments, it is essential the renovation and upgrade of the restrooms be done in a timely manner.

Floor and ceiling tiles need to be evaluated and upgraded. In several areas, floor tiles are cracked or broken. Other tiles are worn and discolored due to heavy traffic and age. Over the years, acoustical ceiling tiles have accumulated airborne dirt and heater soot that defeats the purpose of the sound absorption qualities and appearance. With over 50 computers being used on a daily basis, dust is a major concern. Maintenance and upkeep are deterred by dust particles that accumulate on desktops, floors, and equipment. Carpeting the entire work area, excluding the receiving and loading areas, would reduce both noise and airborne dust. This will provide cushioning of noises as well as improve employee morale. It is common knowledge that a pleasant, sufficiently equipped workplace makes for better work habits and therefore more productivity.

Furniture is a mishmash of WWII era metal desks with a spattering of blonden oak from the 1950-60's and few ergonomically modern desks. Most computer keyboards and monitors are situated on desks at an awkward use/site level. An ergonomic computer workstation should be purchased for each employee.

This building is a two-story masonry construction with a basement and ground floor foot-print. The basement has experienced years of water seepage and therefore cannot be used for office space. Water problems have been resolved and the space is rented to another county department for storage of historical records. A small freight elevator is used to transport the boxed records while stair access is available from either end of the building. The basement's air-conditioning and heating is sufficient for warehouse purposes.

The Library Administration building should be considered for renovation in the second phase of funding. Priorities and funds dictate other projects be placed ahead of this renovation. Although buildings with heavy public use are a higher priority, this project is needed and should be accomplished as soon as funds are available.

# **ESTIMATED COST**

Based upon an estimate developed by the consultants, and assuming a contract for construction awarded in the last quarter of FY 2006 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Library Administration Building is \$1,545,622. The project cost per SF is \$84.94.

This is a Tier Two project. Completion is estimated in 2007.

ADMINISTRATION BUILDING	NISTRATION BUILDING Renovation of Existing Library Building			ng	16-Oct-01	
Preliminary Estimate of Probable Cos				10:38 AM		
prepared by PROVIDENCE	Associates In	С				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	0	\$8.50	\$0			
Renovation	18,196	\$40.00	\$727,840	Assumes bid in last	Assumes bid in last quarter of FY2004.	
Contingency	18,196	\$14.83	\$269,847			
		SUBTOTAL	\$997,687	Construction \$/sf:	\$54.83	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	18,196	\$5.00	\$90,980	Assumes bid in FY2005.		
Moveable Furnishings & Equipment	18,196	\$5.00	\$90,980	Assumes bid in FY2	005, includes I	Т.
		SUBTOTAL	\$181,960			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$141,558	% of Consturction + Move-In Costs.		8.
		SUBTOTAL	\$141,558			
TOTAL BUILDING ESTIMATED COST			\$1,321,204	Total Project \$/sf:	\$72.61	
	GR	RAND TOTAL	\$1,321,204	Total Project \$/sf:	\$72.61	
Escalation		percentage of	total			
0002		grand total	cost	D	<b>4== =</b> :	
2003		4%	\$1,374,052	Project \$/sf:	\$75.51	
2004		4%	\$1,429,015	Project \$/sf:	\$78.53	
2005		4%	\$1,486,175	Project \$/sf:	\$81.68	
2006		4%	\$1,545,622	Project \$/sf:	\$84.94	
2007 2008		4% 4%	\$1,607,447 \$1,671,745	Project \$/sf:	\$88.34	
2009		4%	\$1,071,745	Project \$/sf:	\$91.87 \$95.55	
		4%	\$1,738,615	Project \$/sf:		
2010		4%	\$1,808,139	Project \$/sf:	\$99.37	



# **Library Administration Building**

**Administration** Cramped work space





Administration Cramped work space



**Administration**Broken floor tiles

Administration Women's restroom stalls non-ADA compliant





**Administration** Cracked walls



**Administration**Dangerous wiring in work areas

**Administration** Dangerous wiring in work areas





**Administration**Large crack at front door



**Administration** Stairway "mold" and peeling paint

**Administration** Storage area hazards





**Administration** Storage area hazards

# Tier 3 Projects

## BIG BEAR LAKE BRANCH SAN BERNARDINO COUNTY LIBRARY

#### **Planning Recommendations**

A 9,543 SF building currently serves an estimated population of 17,208¹. The population total is a combination of the 5,438 residents of Big Bear Lake City plus the additional estimated 11,770 residents of the unincorporated Bear Valley area. The date the building was constructed is unknown. Library service was initiated from the facility in 1992 and the County purchased the building two years later. Big Bear Lake is somewhat removed from other libraries in the County system. The closest facilities are in Running Springs and Lucerne Valley, 19 and 20 miles away respectively.

A Facility Assessment revealed the following problems: main entrance door too heavy to be easily opened by the elderly and physically challenged; an unlighted bookstack aisle; HVAC system is beginning to emit an odor; plumbing fixtures do not work properly on a regular basis; carpeting is stained, worn and pulling loose; no diaper changing tables in restrooms; inadequate power outlets in the meeting room; meeting room temperatures are too high in winter; an inadequate telephone system; building exterior is stained and in need of painting; and excessive land-scaping (removal of some would provide for additional parking).

The Library has a collection of 45,263 items, including periodicals, for an average of 2.63 per capita. There are 54 reader spaces, a meeting room seating 40, and a 6-seat conference room. Circulation averages 4.46 per capita.

By the year 2021 the Big Bear Lake service area population is estimated to be 27,233, an increase of 58 percent in only 20 years. However, the consultants believe that renovation and expansion of the existing building will be sufficient to accommodate this growth.

#### **PROJECT SIZE**

Assuming a net-to-gross efficiency factor of 75 percent, the consultants propose a facility expansion to 15,443 SF, requiring 77 public and staff parking spaces. If population projections prove accurate, the new facility will result in a square footage per capita of 0.56 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Big Bear Lake area with adequate library service through the year 2021, the consultants recommend that the expanded facility include the following:

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- A collection size of 61,963 items, including approximately 13,000 young people's items, 4,000 media items, and 136 current periodical subscriptions;
- A total of 82 reader spaces, including 18 machine stations (10 for adults, 8 for children), 4 "read aloud" stations in the children's area, and 2 tutoring/individual study rooms;
- Public meeting areas with seating for 111, including a 75-seat multi-purpose meeting room, a conference room seating 6, a children's services program room with seating for 30; and
- A full-time equivalent (FTE) staff of 11.75, including a Literacy Specialist, plus .75 FTE maintenance personnel and 1.0 FTE volunteer staff.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2009 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Big Bear Lake Library is \$3,648,207. The project cost per SF is \$618.34.

This is a Tier Three project with an estimated completion date of 2010.

#### **SUPPORTING INFORMATION**

-		pace Requirements g Guidelines	Pepulation	Building: 1 Served:	SAN BERN 17.208	21.648	27,233	ARY-Big B	Bear Lake Lik	stary	16-Ott-01
Will.	functional		0.0000000000000000000000000000000000000			projected	27,400	exidena	nintarnal		
		personnel/space	space.	Square foot	existing most	2011	3494		projected	2021	water
+	component	designation	code	fret	2002		2022	2001	2011	2021	notes
				LATION	x number of	313.991	408 491	net square	toolege		From 4.46 to 15.0 per capita by 2021.
	personnel	Librarian i	PCFF	100	1.00	1.00	1.00	100	100	100	
Ĥ			SPO-D	48	0.00	1.00	1.00	0	48	48	
			SPO-E	36	1.675	3.00	3.00	60	108	108	
		A CONTRACTOR OF THE PROPERTY O	PO-F	100	0.75	0.75	0.75	75	75	75	
			SPO-F	24	0.65	1.50	2.00	16	. 36	48	
		PSE Page	SPO-F	24	0.80	3.00	4.00	19	72	96	
		70742	FTE PER	SONNEL	4.875	10.25	11.75				
		PSE Maintenance	PO-F	100	0.00	0.75	0.75	0	75	75	
		Volunteer	SPO-F	24	1.00	1.00	1.00	24	24	24	
		7 Manual Col	0101	943			FOOTAGE:	294	538	574	
			577				PUPIAUE	254	300	274	
				nit area	x number of						
ě	cullections	Reference	SHLV-R	0.12	. 0	300	400	. 0	36	48	
		Popular display	SHLV-B	0.20	300	300	300	60	60	60	
		Adult fiction	SHLV-A	0.08	0	20,000	20,000	0	1,600	1,600	
		Adult non-fiction	SHLV-A	0.10	0	22,000	22,500	- 0	2,200	2.250	
			SHLV-YE		0	3,500	5,000	. 0	175	250	
		00110010/045010/04									
			SHLV-A	0.08	0	7.000	8,000	0	560	640	
			SHLV-A	0.08	0	600	800	0	48	64	
			SHLV-M	0.04	0	3,000	4,000	- 0	120	160	
			SHLV-R	0.12	44.163	0	0	5,300	0	0	
		Current periodicals	SHLV-P	1.00	80	108	136	80	108	136	One subscription for every 200 residents.
		Backfile periodicals	SHLV-CR	0.10	720	649	917	72	65	82	Hardcopy backfile retention for two years.
				L ITEMS		57,458	61,953				
		2.0	TEMS PER		2.63	2.65	2.27				
		- 1	LOWER P.D.	CONTINA			FOOTAGE:	5512	58.895	E 200	
			722	nit over				5,512	4.972	5.290	
				uit area				net square			
	seating	Aduk four-place	SEAT-AR	25	16	24	24	400	500	600	
		Aduk two-place	SEAT-AR	35	4	6	6	180	210	210	
			SEAT-AR	35	2	2	2	180	70	70	
			SEAT-AL	30	10	6	6	300	180	180	
		10000000000000000000000000000000000000	SEAT-AT	36	7	10	10	252	360	360	
			SEAT-AS	20	1	0	0	20	0	0	
			SEAT-AB	5	- 2	4	4	10	20	20	
			SEAT-CR	25	12	16	16	300	400	400	
		Children's lounge (Read Aloud)	SEAT-CL	30	0	4	4	. 0	120	120	
		Children's machine	SEAT-CR	36	0	8	8	0	288	288	
			SEAT-AR	48	D	2	2	0	96	96	
t		P	AL READS		54	82	82	7.0			
t			F/TEMS F			701	756				
1								400	4.900	4.405	
4			SEAT-S	15	40	75	75	600	1.125	1,125	
1			SEAT-C	25	6	6	6	150	150	150	
		Youth Program rosm	SEAT-CF	10	0	30	30	0	300	300	
					SUBTOTA	L SOUARE	FOOTAGE	2.392	3.919	3.919	
			inter-	nit area	x number of	units .		net square	footage		
			40								
	connect	Service deck station			7	4	400	Action bearing the second	220	220	
			SVDSK-A	90	7	4	4	560	320	320	
		Self-check station	SVDSK-A SELF-CK	90 40	7	1	1	560 0	40	40	
		Self-check station DPAC station	SVDSK-A SELF-CK SPO-G	90 40 24	3	1 2	1 2	560 0 72	40 48	40 48	
		Self-check station DPAC station Printer station	SVDSK-A SELF-CK SPO-G SPO-H	90 40 24 16	3	1 2 1	1 2 1	560 0 72 0	40 48 16	40 48 16	
		Self-check station DPAC station Printer station	SVDSK-A SELF-CK SPO-G	90 40 24	3	1 2	1 2	560 0 72	40 48	40 48	
		Self-check station DPAC station Printer station Dksplay/gallery	SVDSK-A SELF-CK SPO-G SPO-H	90 40 24 16	3	1 2 1	1 2 1	560 0 72 0	40 48 16	40 48 16	
		Self-check station DPAC station Printer station Dtsplay/gallery Literature rack	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R	90 40 24 16 30 15	3 0 0	1 2 1 2 2	1 2 1 2	560 0 72 0 0	40 48 16 60 30	40 48 16 60 30	
		Self-check station DPAC station Printer station Dsplay/gallery Literature rock Pamphlet file	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L	90 40 24 16 30 15 20	3 0 0	1 2 1 2 2 0	1 2 1 2 2 2 0	560 0 72 0 0 0	40 48 16 60 30 0	40 48 16 60	
		Self-check station DPAC station Printer station Dtsplay/gallery Literature rock Pamphlet file Adia: case	SVDSK-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A	90 40 24 16 30 15 20 25	3 0 0 0 0 3	1 2 1 2 2 0 0	1 2 1 2 2 2 0	560 0 72 0 0 0 60 25	40 48 16 60 30 0	40 48 16 60 30 0	
		Self-check station DPAG station Printer station Display/gallery Literature rock Pamphlet file Adlas case Dictionary stand	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S	90 40 24 16 30 15 20 25 25	3 0 0 0 3 1	1 2 1 2 2 0 0	1 2 1 2 2 2 0 0	560 0 72 0 0 0 60 25 25	40 48 16 60 30 0 0	40 48 16 60 30 0 0	
		Self-check station DPAC station Printer station Display/gallery Literature rock Pamphletfile Aflar case Dictionary stand Worknoom shalving	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X	90 40 24 16 30 15 20 25 25	3 0 0 0 3 1 1	1 2 1 2 2 0 0	1 2 1 2 2 2 0 0	560 0 72 0 0 0 60 25 25	40 48 16 60 30 0 0 0 72	40 48 16 60 30 0 0 0	
		Self-check station DPAC station Printer station Display/gallery Literature rock Pamphlet file Adias cose Decionary stand Worknoom shalving Staff worklable	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A	90 40 24 16 30 15 20 25 25 9	3 0 0 0 3 1 1 1 1	1 2 1 2 2 2 0 0 0	1 2 1 2 2 2 0 0 0	560 0 72 0 0 0 60 25 25 29	40 48 16 60 30 0 0 0 72 96	40 48 16 60 30 0 0 0 72 96	
		Self-check station DPAC station Printer station Display/gallery Literature rock Pamphlet file Adia: cose Dectionary stand Workroom shalving Staff workable Work counter	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A	90 40 24 16 30 15 20 25 25 25 9 4 96	3 0 0 0 3 1 1 1 2	1 2 1 2 2 2 0 0 0 0	1 2 1 2 2 0 0 0 0 8	560 0 72 0 0 0 60 25 25 9 192 32	40 48 16 60 30 0 0 72 96 32	40 48 16 60 30 0 0 0 72 96	
		Self-check station DPAC station Printer station Display/gallery Literature rock Pamphlet file Adia: cose Dectionary stand Workroom shalving Staff workable Work counter	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A	90 40 24 16 30 15 20 25 25 9	3 0 0 0 3 1 1 1 1	1 2 1 2 2 2 0 0 0	1 2 1 2 2 2 0 0 0	560 0 72 0 0 0 60 25 25 29	40 48 16 60 30 0 0 0 72 96	40 48 16 60 30 0 0 0 72 96	
		Self-check station DPAC station Printer station Display/gellery Literature rock Pamphlet file Adia cose Excitonary stand Workroom shalving Staff worktable Work counter File rabinet	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A	90 40 24 16 30 15 20 25 25 25 96 32 20	3 0 0 0 3 1 1 1 2	1 2 1 2 2 2 0 0 0 0	1 2 1 2 2 0 0 0 0 8	560 0 72 0 0 0 60 25 25 9 192 32	40 48 16 60 30 0 0 72 96 32 0	40 48 16 60 30 0 0 0 72 96	
		Self-check station DPAC station Printer station Display/gallery Literature rock Pamphletfile Aflar case Dictionary stand Workroom shalving Staff worklable Work counter File rabinet Booktruck parking	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A SICIT-S SHLV-X WKTBL-A CMTR-A FILE-OL BKTRR-A	90 40 24 16 30 15 20 25 25 25 96 32 20	3 0 0 0 3 1 1 1 2 1 2	1 2 1 2 2 0 0 0 0 8 1 1	1 2 1 2 2 0 0 0 0 8 1 1	560 0 72 0 0 0 60 25 25 9 192 32	40 48 16 60 30 0 0 72 96 32 0	40 48 16 60 30 0 0 72 96 32	
		Self-check station DPAC station Printer station Drisplay/gallery Literature rock Pamphlet file Adia cose Ectionary stand Worknoom shalving Staff worktable Work counter File rabinet Booktruck parking Photacopier	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A FILE-OL BKTRR-A COPY-B	90 40 24 16 30 15 20 25 25 25 25 32 49 48	3 0 0 0 3 1 1 1 2 1 2 1 2 10	1 2 1 2 2 0 0 0 0 8 1 1 0 9	1 2 1 2 2 2 0 0 0 0 8 1 1 1 0 0	560 0 72 0 0 0 60 25 25 9 192 32 48	40 48 16 60 30 0 0 72 96 32 0 64	40 48 16 60 30 0 0 72 96 32 0 64 48	
		Self-check station DPAC station Printer station Dtsplay/gallety Literature rock Pamphlet file Adias cose Dectionary stand Worknoom shalving Staff worktable Work counter File rothere Booktruck parking Photocopier Staff lourge	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CNTR-A FILE-DL BKTRR-A COPY-B STEP-LO	90 40 24 16 30 15 20 25 25 25 9 4 96 32 20 8	3 0 0 0 3 1 1 1 2 1 2 1 0.175	1 2 1 2 2 2 0 0 0 0 8 1 1 0 8	1 2 1 2 2 0 0 0 0 0 8 1 1 1 0 8	560 0 72 0 0 60 25 25 25 32 40 48 48 35	40 48 16 60 30 0 0 72 96 32 0 64 48	40 48 16 60 0 0 0 0 72 96 32 0 64 48	
		Self-check station DPAC station PPINTer station Display/gellery Literature rock Pamphlet file Adia cose Excionary stand Workroom shalving Staff worktable Work counter File rabinet Booktruck parking Photacopier Staff locker	SVDSR-A SELF-CK SPO-G SPO-H SPO-H LIT-R FILE-L CASE-A DIGT-S SHLV-X WKTBL-A CNTR-A FILE-OL BKTRR-A COPY-B STFF-LO STFF-LK	90 40 24 16 30 15 20 25 25 25 9 4 96 32 20 8	3 0 0 0 3 1 1 1 2 1 2 10 0.175	1 2 2 2 0 0 0 0 8 1 1 1 1 1 1	1 2 1 2 2 2 0 0 0 0 0 8 1 1 0 8 1 1	560 0 72 0 0 60 25 25 25 32 40 90 90 48 35 0	40 48 16 60 30 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	40 48 16 50 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
		Self-check station DPAG station Printer station Display/gallery Literature rock Pamphletfile Adia: case Dictionary stand Workroom shalving Staff worktable Work counter File rabinet Booktruck parking Photocopies Staff lourge Staff lourge Staff lourge Supply cabinet	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-A CONTR-A FILE-OL BKTRR-A COPY-B STEP-LO STEP-LO STEP-LO STEP-LO STEP-LO	90 40 24 16 16 20 25 25 25 32 20 8 48 20 25 32 20 8	3 0 0 0 3 1 1 1 2 1 2 1 0.175 0 0 0 0 0 1 1 1 1 2 1 0 0 1 0 1 0 1 1 1 1	1 2 1 2 2 0 0 0 8 1 1 1 0 0 8 1 1 1 1 1 1 1 1 1 1	1 2 1 2 2 0 0 0 0 8 1 1 0 9 9 1 1 1	560 0 72 0 0 0 60 60 25 25 25 32 30 40 90 48 55 0 144	40 48 166 60 30 0 0 72 96 32 0 64 48 20 20 35	40 48 16 60 00 0 0 72 96 32 0 64 49 200	
		Self-check station DPAC station Printer station Drisplay/gallery Literature rock Pamphlet file Adia cose Exctionary stand Worknoom shelving Staff worktable Work counter File rabinet Booktruck parking Photacopier Staff lourge	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DIGT-S SHLV-X WKTBL-A CNTR-A FILE-DL BKTRR-A COPY-B STEF-LO STEF-LK SPLY-C STOR-S	90 40 24 16 30 15 20 25 25 25 32 20 8 48 200 20 5 32 20 8	3 0 0 0 3 1 1 1 2 1 0.175 0	1 2 1 2 2 2 0 0 0 0 0 0 0 0 0 1 1 1 1 1	1 2 1 2 2 0 0 0 0 8 1 1 1 0 8 1 1	560 0 72 0 0 0 60 60 25 25 9 192 32 40 40 35 0 44 44 44 44 44	40 48 16 60 0 0 0 72 96 32 0 64 48 200 85 36	40 48 16 50 0 0 0 72 96 32 0 0 48 200 35 100	
		Self-check station DPAC station DPAC station Display/gellery Literature rock Pamphlet file Adia case Dictionary stand Worknoom shalving Staff worktable Work counter File rabinet Booktruck parking Photocopier Staff louige Staff louige Supply cabinet Storage room Maintenance room	SVDSR-A SELF-CK SPO-B SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-2 CMTR-A CMTR-A COPY-B STFF-LK SPLY-C STOR-S MAINT-R	90 40 24 16 30 15 20 25 25 9 4 96 32 20 20 25 20 100 1100	3 0 0 0 3 1 1 1 2 1 0 1 0.175 0 d 0.77	1 2 2 2 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 2 1 2 2 0 0 0 0 8 1 1 1 0 8 1 1 1 1 1	\$600 0 72 0 0 0 600 255 25 9 192 323 40 9 9 193 5 0 194 194 194 194 194 194 194 194 194 194	40 48 16 60 90 0 0 72 96 32 0 64 420 280 35 36 100 120	40 48 16 60 30 0 0 72 96 36 64 420 35 36 100 120	
		Self-check station DPAC station DPAC station Display/gellery Literature rock Pamphlet file Adia case Dictionary stand Worknoom shalving Staff worktable Work counter File rabinet Booktruck parking Photocopier Staff louige Staff louige Supply cabinet Storage room Maintenance room	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DIGT-S SHLV-X WKTBL-A CNTR-A FILE-DL BKTRR-A COPY-B STEF-LO STEF-LK SPLY-C STOR-S	90 40 24 16 30 15 20 25 25 9 496 32 20 9 48 200 2.5 5 100 100	3 0 0 0 3 1 1 1 2 1 0.175 0	1 2 1 2 2 2 0 0 0 0 0 0 0 0 0 1 1 1 1 1	1 2 1 2 2 0 0 0 0 8 1 1 1 0 8 1 1	560 0 72 0 0 0 60 60 25 25 25 32 40 40 40 35 0 44 44 44 44 44	40 48 16 60 0 0 0 72 96 32 0 64 48 200 85 36	40 48 16 50 0 0 0 72 96 32 0 0 48 200 35 100	
		Self-check station DPAC station PPINTer station Display/gallery Literature rock Pamphlet file Adia: cose Cactionary stand Workroom shalving Staff worktable Work counter File rabinet Booktruck parking Photocopier Staff locker Supply cabinet Storage room Maintenance room Entrance lobby	SVDSR-A SELF-CK SPO-B SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-2 CMTR-A CMTR-A COPY-B STFF-LK SPLY-C STOR-S MAINT-R	90 40 24 16 30 15 20 25 25 9 4 96 32 20 20 25 20 100 1100	3 0 0 0 3 1 1 1 2 1 0 1 0.175 0 d 0.77	1 2 1 2 2 0 0 0 0 8 8 1 1 0 0 0 1 1 1 1 1 1 1 1 1	1 2 1 2 2 0 0 0 0 8 1 1 1 0 8 1 1 1 1 1	\$600 0 72 0 0 0 600 255 25 9 192 323 40 9 9 193 5 0 194 194 194 194 194 194 194 194 194 194	40 48 16 60 90 0 0 72 96 32 0 64 420 280 35 36 100 120	40 48 16 60 30 0 0 72 96 36 64 420 35 36 100 120	
		Self-check station DPAC station Printer station Drinter station Display/gallery Literature rootk Pamphletfile Aflar case Octobaray stand Workroom shalving Staff workshile Work counter File rabinet Booktruck parking Photocopier Staff lourge	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-X DICT-S SHLV-X WKTBL-A CONTR-A FILE-OL BKTRR-A COPY-B STEP-LO STEP-LO STEP-LO STOR-S MAINT-R ENT-LOB LIB-OC	90 40 24 16 30 15 20 25 25 25 26 48 200 8 48 200 21 20 20 30 10 10 10 10 10 10 10 10 10 1	3 0 0 0 3 1 1 1 2 1 2 10 1 0.175 0 d d 0.77	1 2 2 2 2 0 0 0 0 8 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 2 1 2 2 0 0 0 0 8 1 1 1 0 9 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	560 0 72 0 0 0 60 60 25 25 25 30 48 90 48 35 0 144 70 0 0 0 0 0 0 0 0 0 0 0 0 0	40 48 16 60 30 0 0 72 96 32 0 64 48 200 35 36 100 120 200 36	40 48 16 60 0 0 0 72 96 32 0 64 48 20 35 36 100 120 20 36	
		Self-check station DPAC station Printer station Dsplay/gallery Literature rock Pamphletfile Aflar case Dactionary stand Workroom shalving Staff worklable Work counter File rabinet Booktruck parking Photacopier Staff lourge Staff lourge Staff lourge Staff locker Supply cabinet Storage room Maintenance roots Entrance lobby Library caffee cart	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WITBL-A CONTR-A COPY-B STEF-LK SPI-Y-C STOR-S STEF-LK SPI-Y-C STOR-S STOR	90 40 24 166 30 15 20 25 25 22 32 20 8 48 200 25 36 100 120 25 36 100 25 36 30 30 30 30 30 30 30 30 30 30	3 0 0 0 0 3 1 1 1 2 1 0.175 0 4 0.77 0 0.35 0	1 2 2 2 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 2 1 2 2 0 0 0 0 8 1 1 1 0 8 1 1 1 1 1 1 1 1 1 1	560 0 72 0 0 0 60 60 25 25 9 192 32 40 40 48 35 0 144 70 105 0 0 0 0 0 0 0 0 0 0 0 0 0	40 48 16 60 0 0 0 72 96 32 0 64 48 200 35 36 100 120	40 48 16 50 0 0 0 72 96 32 0 64 48 200 35 100 120 900	
		Self-check station DPAC station Printer station Drinter station Display/gallery Literature rootk Pamphletfile Aflar case Octobaray stand Workroom shalving Staff workshile Work counter File rabinet Booktruck parking Photocopier Staff lourge	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-X DICT-S SHLV-X WKTBL-A CONTR-A FILE-OL BKTRR-A COPY-B STEP-LO STEP-LO STEP-LO STOR-S MAINT-R ENT-LOB LIB-OC	90 40 24 16 30 15 20 25 25 25 26 48 200 8 48 200 21 20 20 30 10 10 10 10 10 10 10 10 10 1	3 0 0 0 3 1 1 1 2 10 1 0.175 0 4 0.77 0 0.35	1 2 1 2 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 2 2 2 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	\$600 0 0 0 0 600 255 25 9 192 323 40 9 0 144 170 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	40 48 16 60 0 0 0 0 72 96 64 48 200 35 36 100 120 200 36 200 1,853	40 48 16 60 00 0 0 72 96 32 0 64 49 200 35 36 100 36 200 36 100 100 100 100 100 100 100 100 100 10	
		Self-check station DPAC station Printer station Drinter station Display/gallery Literature rootk Pamphletfile Aflar case Octobaray stand Workroom shalving Staff workshile Work counter File rabinet Booktruck parking Photocopier Staff lourge	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-X DICT-S SHLV-X WKTBL-A CONTR-A FILE-OL BKTRR-A COPY-B STEP-LO STEP-LO STEP-LO STOR-S MAINT-R ENT-LOB LIB-OC	90 40 24 166 30 15 20 25 25 26 32 20 9 40 20 25 36 100 25 36 100 25 36 20 25 36 20 25 36 20 20 20 20 20 20 20 20 20 20	3 0 0 0 3 1 1 1 2 1 0.175 0 0.075 0 0.35 0 0.076 0 0.076 0 0.076 0 0.076 0 0.076 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 2 2 2 0 0 0 0 8 8 1 1 1 0 0 8 8 1 1 1 1 1 1 1	1 2 2 1 2 2 2 2 2 0 0 0 0 0 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$600 0 0 0 0 600 253 253 253 253 253 253 253 253 253 253	40 48 16 60 30 0 0 72 96 32 20 64 48 200 35 36 100 120 200 36 120 36 120 120 120 120 120 120 120 120 120 120	40 48 16 60 00 0 0 72 96 32 0 64 48 200 35 36 100 120 900 36 200 120 120 120 120 120 120 120 120 120	
		Self-check station DPAC station Printer station Drinter station Display/gallery Literature rootk Pamphletfile Aflar case Octobaray stand Workroom shalving Staff workshile Work counter File rabinet Booktruck parking Photocopier Staff lourge	SVDSR-A SELF-CK SPO-G SPO-H CASE-X LIT-R FILE-L CASE-X DICT-S SHLV-X WKTBL-A CONTR-A FILE-OL BKTRR-A COPY-B STEP-LO STEP-LO STEP-LO STOR-S MAINT-R ENT-LOB LIB-OC	90 40 24 166 30 15 20 25 25 26 32 20 9 40 20 25 36 100 25 36 100 25 36 20 25 36 20 25 36 20 20 20 20 20 20 20 20 20 20	3 0 0 0 0 0 0 3 1 1 1 1 2 1 1 0 1 1 5 0 1 1 0 0 0 0 0 0 0 0 0 0 0	1 2 2 1 2 2 2 0 0 0 0 8 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 2 1 2 2 2 2 0 0 0 0 0 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$60 0 72 0 0 0 0 60 25 25 25 32 32 40 90 48 35 0 0 144 70 0 0 0 0 15 0 0 0 0 0 0 0 0 0 0 0 0 0 0	40 48 16 60 30 0 0 72 96 32 0 64 48 200 35 36 100 120 36 200 120 120 14,282 11,282	40 48 16 50 0 0 0 72 96 32 0 64 49 200 120 36 200 200 200 200 200 200 200 200 200 20	
		Self-check station DPAC station Printer station Drisplay/gallery Literature rock Pamphlet file Adia cose Exctionary stand Worknoom shalving Staff worktable Work counter File rabinet Booktruck parking Photocopier Staff lourge Library cribnet Storage room Maintenance room Entrance lobby Library crifice cart Loading dock	SVDSR-A SELF-CK SPO-B SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-2 CMTR-A COPY-B STFF-LK STFF-LK STFF-LK STFF-LK STFF-LK STOR-S MAINT-R ENT-LOB LIB-OC LOAD-D	90 40 24 16 30 15 25 25 25 25 20 4 96 32 20 25 36 20 25 36 20 25 36 20 25 36 20 25 36 20 36 20 36 36 36 36 36 36 36 36 36 36 36 36 36	3 0 0 0 0 0 0 3 1 1 1 1 2 1 1 0 1 1 5 0 1 1 0 0 0 0 0 0 0 0 0 0 0	1 2 2 1 2 2 2 0 0 0 0 8 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 2 2 1 2 2 2 2 2 0 0 0 0 0 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$600 0 72 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	40 48 166 60 0 0 0 72 96 32 0 64 48 200 120 36 200 120 36 200 1,853 11,282 11,154	40 48 16 50 0 0 0 72 96 32 0 64 48 200 35 36 100 120 200 1,853 11,632 1,212 10,424	
		Self-check station DPAC station Printer station Drinter station Display/gallery Literature rootk Pamphletfile Aflar case Octobaray stand Workroom shalving Staff workshile Work counter File rabinet Booktruck parking Photocopier Staff lourge	SVDSR-A SELF-CK SPO-B SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-2 CMTR-A COPY-B STFF-LK STFF-LK STFF-LK STFF-LK STFF-LK STOR-S MAINT-R ENT-LOB LIB-OC LOAD-D	90 40 24 16 30 15 25 25 25 25 20 4 96 32 20 25 36 20 25 36 20 25 36 20 25 36 20 25 36 20 36 20 36 36 36 36 36 36 36 36 36 36 36 36 36	3 0 0 0 0 0 0 3 1 1 1 1 2 1 1 0 1 1 5 0 1 1 0 0 0 0 0 0 0 0 0 0 0	1 2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1 2 1 2 2 2 2 0 0 0 0 0 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$60 0 72 0 0 0 0 60 25 25 25 32 32 40 90 48 35 0 0 144 70 0 0 0 0 15 0 0 0 0 0 0 0 0 0 0 0 0 0 0	40 48 16 60 30 0 0 72 96 32 0 64 48 200 35 36 100 120 36 200 120 120 14,282 11,282	40 48 16 50 0 0 0 72 96 32 0 64 49 200 120 36 200 200 200 200 200 200 200 200 200 20	
		Self-check station DPAC station PPAC station Pinter station Display/gellery Literature rock Pamphlet file Adlar cose Cactionary stand Worksoom shalving Staff worktable Work counter File rabinet Booktruck parking Photacopier Staff locker Supply cabinet Storage room Maintenance room Entrance lobby Library caffee cart Loading dock  Average Component Efficier	SVDSR-A SELF-CK SPO-G SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WITTE-A CMTR-A CMTR-A CMTR-A STFF-LO STFF-LK SPLY-C STFF-LK SPLY-C STOR-S MAINT-R ENT-LOB LIB-CC LOAD-D	90 40 24 16 30 15 20 25 25 25 20 8 48 200 2.5 36 100 300 2.5 36 200 2.5 36 200 2.5 36 200 2.5 36 200 200 200 200 200 200 200 20	3 0 0 0 0 3 1 1 1 2 10 1 0.175 0 4 0.77 0 0.35 0 0 500 0 0 500 0 0 0 0 0 0 0 0 0 0 0	1 2 1 2 2 2 2 2 0 0 0 0 8 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 2 1 2 2 2 2 0 0 0 0 0 0 0 0 0 0 0 0 0	\$600 0 72 0 0 0 0 600 255 25 9 1992 325 40 9 0 144 7 0 0 0 105 0 0 0 1,497 9,695 8895 8895 9,764	40 48 16 60 30 0 0 0 72 96 64 48 200 35 36 100 36 120 200 1,853 11,282 1,128 10,138 11,282 11,282 11,128 11,	40 48 16 60 00 0 0 72 96 64 49 200 35 36 100 36 200 120 120 146 156 167 177 187 187 187 187 187 187 18	Restrooms part of Unassisnable Space.
		Self-check station DPAC station Printer station Drisplay/gallery Literature rock Pamphlet file Adia cose Exctionary stand Worknoom shalving Staff worktable Work counter File rabinet Booktruck parking Photocopier Staff lourge Library cribnet Storage room Maintenance room Entrance lobby Library crifice cart Loading dock	SVDSR-A SELF-CK SPO-G SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WITTE-A CMTR-A CMTR-A CMTR-A STFF-LO STFF-LK SPLY-C STFF-LK SPLY-C STOR-S MAINT-R ENT-LOB LIB-CC LOAD-D	90 40 24 166 30 15 20 25 25 20 8 48 200 2.5 36 100 1.20 300 36 200 400 200 200 200 200 200 200	3 0 0 0 0 0 0 3 3 1 1 1 1 2 2 1 1 0 1 1 1 0 1 1 1 0 1 1 1 0 1 1 1 0 1 1 1 0 1	1 2 2 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1 2 2 1 2 2 2 2 0 0 0 0 0 8 1 1 1 0 0 8 1 1 1 1 1 1 1 1	\$600 72 00 00 600 255 255 260 90 192 323 320 400 900 488 355 00 00 105 00 105 00 105 00 105 105	40 48 16 60 30 0 0 72 96 32 0 64 48 200 35 36 100 120 200 36 200 36 200 1,853 11,282 1,128	40 48 16 60 0 0 0 72 96 32 0 64 48 200 35 36 100 120 200 36 200 36 200 36 201 201 21 21 21 21 21 21 21 21 21 21 21 21 21	Restrooms part of Unassignable Space.
		Self-check station DPAC station PPAC station Pinter station Display/gellery Literature rock Pamphlet file Adlar cose Cactionary stand Worksoom shalving Staff worktable Work counter File rabinet Booktruck parking Photacopier Staff locker Supply cabinet Storage room Maintenance room Entrance lobby Library caffee cart Loading dock  Average Component Efficier	SVDSR-A SELF-CK SPO-G SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WITTE-A CMTR-A CMTR-A CMTR-A STFF-LO STFF-LK SPLY-C STFF-LK SPLY-C STOR-S MAINT-R ENT-LOB LIB-CC LOAD-D	90 40 24 166 30 15 20 25 25 20 8 48 200 2.5 36 100 1.20 300 36 200 400 200 200 200 200 200 200	3 0 0 0 0 3 1 1 1 2 10 1 0.175 0 4 0.77 0 0.35 0 0 500 0 0 500 0 0 0 0 0 0 0 0 0 0 0	1 2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1 2 2 1 2 2 2 2 0 0 0 0 0 0 0 0 0 0 0 0	\$600 72 0 0 0 0 600 25 25 9 192 32 40 40 35 0 0 144 7 0 0 145 0 0 0 0 0 0 0 0 0 0 0 0 0	40 48 166 60 00 0 0 72 96 32 0 64 48 200 35 36 100 120 36 200 1,853 11,282 1,128 10,154 11,282 12,536 9,543	40 48 16 50 0 0 0 72 96 32 0 64 49 200 120 200 120 200 1,853 11,656 1,212 10,424 11,582 12,189 9,543	Restrooms part of Utassignable Space. Per capita SP now 0.55.
	gaces	Self-check station DPAC station DPAC station Display/gellery Literature rock Pamphlet file Adlar case Decisionary stand Worknoom shalving Staff worktable Work counter File rabinet Booktruck parlong Photacopier Staff locker Staff locker Staff locker Supply cebinet Storage room Maintenance room Entrance lobby Library caffee cart Loading dock  Average Component Efficier Entring Boilding Efficier	SVDSR-A SELF-CK SPO-G SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-2 CMTR-A CMTR-A FILE-OL BKTRF-A COPY-B STFF-LK SPLY-C STFF-LK SPLY-C STOR-S MAINT-R ENT-LOB LIB-OC LOAD-D	90 40 24 16 30 15 20 25 25 27 30 20 48 200 2.5 36 200 2.5 36 200 2.5 36 200 2.5 36 200 2.5 36 200 48 200 2.5 36 200 200 200 200 200 200 200 20	3 0 0 0 0 0 0 3 3 1 1 1 1 2 2 1 1 0 1 1 1 0 1 1 1 0 1 1 1 0 1 1 1 0 1 1 1 0 1	1 2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1 2 2 1 2 2 2 2 0 0 0 0 0 8 1 1 1 0 0 8 1 1 1 1 1 1 1 1	\$600 72 00 00 600 255 255 260 90 192 323 320 400 900 488 355 00 00 105 00 105 00 105 00 105 105	40 48 46 60 90 0 0 72 96 32 0 64 48 200 35 36 100 200 200 1,853 11,282 11,282 11,282 11,282 11,282 12,536 9,544 12,596 12,	40 48 16 60 30 0 0 72 96 32 0 64 48 200 35 36 100 200 200 1,853 1,636 1,215 1,	Per capita SF now 0.55.
	gaces	Self-check station DPAC station PPAC station Pinter station Display/gellery Literature rock Pamphlet file Adlar cose Cactionary stand Worksoom shalving Staff worktable Work counter File rabinet Booktruck parking Photacopier Staff locker Supply cabinet Storage room Maintenance room Entrance lobby Library caffee cart Loading dock  Average Component Efficier	SVDSR-A SELF-CK SPO-G SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-2 CMTR-A CMTR-A FILE-OL BKTRF-A COPY-B STFF-LK SPLY-C STFF-LK SPLY-C STOR-S MAINT-R ENT-LOB LIB-OC LOAD-D	90 40 24 16 30 15 20 25 25 27 30 20 48 200 2.5 36 200 2.5 36 200 2.5 36 200 2.5 36 200 2.5 36 200 48 200 2.5 36 200 200 200 200 200 200 200 20	3 0 0 0 0 0 0 3 3 1 1 1 1 2 2 1 1 0 1 1 1 0 1 1 1 0 1 1 1 0 1 1 1 0 1 1 1 0 1	1 2 2 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1 2 2 1 2 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0	\$600 72 00 00 00 600 255 25 90 192 325 40 90 144 70 70 70 70 70 70 80 80 90 144 145 145 155 165 165 165 165 165 165 16	40 48 60 90 0 0 0 72 96 64 48 200 35 36 100 36 120 200 1,853 11,282 1,128	40 48 16 60 00 0 0 72 96 32 0 64 49 200 35 36 100 36 200 36 100 1,853 11,656 1,212 10,458 11,532 11,532 11,532 11,532 11,532 11,532 11,534 11,	Per capita SP now 0.55. Per capita SF 0.56 by 2021.
	gaces	Self-check station DPAC station DPAC station Display/gellery Literature rock Pamphlet file Adlar case Decisionary stand Worknoom shalving Staff worktable Work counter File rabinet Booktruck parlong Photacopier Staff locker Staff locker Staff locker Supply cebinet Storage room Maintenance room Entrance lobby Library caffee cart Loading dock  Average Component Efficier Entring Boilding Efficier	SVDSR-A SELF-CK SPO-G SPO-G SPO-H CASE-X LIT-R FILE-L CASE-A DICT-S SHLV-X WKTBL-2 CMTR-A CMTR-A FILE-OL BKTRF-A COPY-B STFF-LK SPLY-C STFF-LK SPLY-C STOR-S MAINT-R ENT-LOB LIB-OC LOAD-D	90 40 24 16 30 15 20 25 25 27 30 20 48 200 2.5 36 200 2.5 36 200 2.5 36 200 2.5 36 200 2.5 36 200 48 200 2.5 36 200 200 200 200 200 200 200 20	3 0 0 0 3 1 1 1 1 2 1 0 1 0 0 0 0 0 0 0 0 0 0 0 0	1 2 2 1 1 2 2 2 2 0 0 0 0 0 0 0 0 0 0 0	1 2 2 1 2 2 2 2 0 0 0 0 0 0 0 0 0 0 0 0	\$600 72 0 0 0 0 600 25 25 9 192 32 40 40 35 0 0 144 7 0 0 145 0 0 0 0 0 0 0 0 0 0 0 0 0	40 48 16 60 30 0 0 72 96 32 0 64 48 200 35 36 100 120 30 31 32 11,282 11,282 11,282 11,282 12,536 9,543 (2,993) 15,443 29	40 48 16 60 30 0 0 72 96 32 0 64 48 200 35 36 100 200 200 1,853 1,636 1,215 1,	Per capita SF now 0.55.

BIG BEAR LAKE LIBRARY	Renovated/I	Expanded 20-Ye	ear Library Building		16-Oct-01	
P reliminary Estimate of Probable Cos	st				10:39 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	26,000	\$8.50	\$221,000			
Construction (new)	5,900	\$148.30	\$874,970	Assumes bid in last of	quarter of FY2	009.
Construction (renovation)	9,543	\$65.00	\$620,295			
Contingency	5,900	\$14.83	\$87,497			
		SUBTOTAL	\$1,803,762	Construction \$/sf:	\$305.72	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	16,379	\$11.00	\$180,169	Assumes bid in FY20		
Moveable Furnishings & Equipment	16,379	\$30.00	\$491,370	Assumes bid in FY2	010, includes	<u>T.</u>
		SUBTOTAL	\$671,539			
Project Costs		percentage of	total			
,		construction	cost			
Design Fees		12%	\$297,036	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$297,036			
TOTAL BUIL	DING ESTIN	MATED COST	\$2,772,337	Total Project \$/sf:	\$469.89	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	0	\$0.50	\$0			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$0			
	GR	AND TOTAL	\$2,772,337	Total Project \$/sf:	\$469.89	
E		n ava aut = = = C	4.4.1			
Escalation		percentage of grand total	total cost			
2003		4%	\$2,883,231	Project \$/sf:	\$488.68	
2004		4%	\$2,998,560	Project \$/sf:	\$508.23	
2005		4%	\$3,118,502	Project \$/sf:	\$528.56	
2006		4%	\$3,243,242	Project \$/sf:	\$549.70	
2007		4%	\$3,372,972	Project \$/sf:	\$571.69	
2008		4%	\$3,507,891	Project \$/sf:	\$594.56	
2009		4%	\$3,648,207	Project \$/sf:	\$618.34	
2010		4%	\$3,794,135	Project \$/sf:	\$643.07	



Big Bear Lake Branch Library

Big Bear Lake Branch Library Worn carpet





**Big Bear Lake Branch Library** Inadequate visibility of stacks from reference desk



**Big Bear Lake Branch Library**Condition of exterior walls
(paint)

Big Bear Lake Branch Library
Unlit book stack





Big Bear Lake Branch Library Inadequate meeting room (power outlets/size)



Big Bear Lake Branch Library Inadequate parking

Big Bear Lake Branch Library
Spaghetti wiring at
reference desk





**Big Bear Lake Branch Library** Workroom

Big Bear Lake Branch Library Crowded book stacks



## CRESTLINE BRANCH SAN BERNARDINO COUNTY LIBRARY

#### **Planning Recommendations**

A 3,149 SF building currently serves an estimated population of 10,603<sup>1</sup>. The facility is leased through June 2005, at an annual cost of \$30,900. Constructed in 1963, the building originally housed a post office. It was remodeled and opened as a library in 1986. The facility is located approximately 7 miles from the Lake Arrowhead Library and 15 miles from the Running Springs Library.

A Facility Assessment revealed the following problems: somewhat unsafe access to the building entrance; facility is noncompliant for ADA access; one of the front doors does not open; restrooms frequently flood and contain no diaper-changing tables; poor lighting in children's area; an insufficient number of power outlets; stained and threadbare carpeting; all windows are barred; and there is no public telephone.

The Library has a collection of 20,138 items, including periodicals, for an average of 1.90 per capita. There are 20 reader spaces, but no meeting room. Circulation averages about 3.26 per capita.

By the year 2021 the Crestline service area population is estimated to be 14,990, an increase of 41.4 percent over a 20-year period. Although it may be possible to renovate and expand the current facility, the consultants believe that a new facility is needed to accommodate this growth.

#### PROJECT SIZE

The consultants propose a single-story building of 8,172 SF, with a net-to-gross efficiency factor of 75 percent, requiring 41 public and staff parking spaces. If population projections prove accurate, the new facility will increase the square footage per capita from the present 0.31 to 0.55 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Crestline area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

A collection size of 25,175 items, including about 6,700 items for young people and 75 current periodical subscriptions;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- A total of 50 reader spaces, including 10 machine stations (6 for adults, 4 for children), a group-study room, and 2 "read aloud" stations in the children's area;
- Public meeting areas seating a total of 68, including a 40 seat multi-purpose meeting room, a conference room seating 8, a children's services program room with seating for 20; and
- A full-time equivalent (FTE) staff of 3.45, plus 0.35 FTE maintenance personnel and 1.0 FTE volunteer staff.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the third quarter of FY 2009 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Crestline Library is \$2,871,490. The project cost per SF is \$351.64. This includes an allowance for moving costs from the current building into the new facility.

This is a Tier Three project with an estimated completion date of 2010.

#### **SUPPORTING INFORMATION**

		pace Requirements g Guidelines	Pepulation	Building:	SAN BERN 10.603	12.607	OUNTY LIBE 14990	ARY-Crest	me Cipistà	- 8	22-Oct-01
,	functional	persannel/spice	space	. square	existing	projected		assistina	projected		
		designation	code	feet	2001	2011	2021	2001	2011	2021	noter
	component	ис циниш		LATION	34.538	53.580	74.948	2002	2014	2002	From 3.26 to 5.0 per capita by 2021.
					number of		745,747	net square	tootage		From 520 H 50 per capita by 2021.
	personner	Library Associate	SPO-U	46	1.00	1.00	1,00	46	46	46	
		Library Assistant 1	SPO-E	36	0.00	1.00	1.00	. 0	36	36	
		PSE Adult	SPO-F	24	0.75	0.75	0.75	18	18	18	
		PSE Page	SPO-F	24	0.275	0.50	0.70	7	12	17	
		7074	L FTE PER	SONNEL	2.025	3.25	3.45				
		PSE Maintenance	SPO-D	48	0.00	0.35	0.35	- 0	17	17	
		Volunteer	SPO-F	24	1.00	1.00	1.00	24	24	24	
					SUBTOTA	L SQUARE	FOOTAGE:	97	155	160	
			UI.	il area	number of	volumes					
í	callections	Reference	SHLV-R	0.12	0	200	200	- 0	24	24	
		Popular display	SHLV-B	0.20	200	200	200	40	40	40	
		Adult fiction	SHLV-A	0.08	0	8.250	9,000	0	660	720	
į		Adult non-fiction	SHLV-A	0.10	0	7.150	7,500	0	715	750	
í		Youfs Easy/Picture	SHLV-YE		0	2,000	2,250	. 0	100	113	
,		Youth Fiction/Non-Fiction	SHLV-A	0.08	0	3.750	4000	0	300	320	
1		Young Adult	SHLV-A	0.08	0	375	425	0	30	34	
į		Meda	SHLV-M	0.04	0	1.100	1,300	0	44	52	
		Total collection	SHLV-R	0.12	19.598	0	0.00	2.352	0	0.	
		Current periodicals	SHLV-P	1.00	85	63	75	85	63	75	One subscription for every 200 persons.
		Backfile periodicals	SHLV-CR	0.10	255	189	225	26	19	22	Hardcopy backfile retention for one year.
				L ITEMS	20.138	23.277	25,175	20	13		received account received for the lett.
1			TEMS PER		1.90	1.85	1.68				
5		100	TEMOTER	CONTIA!	ol -	L SOLARE		2,502	1,995	2.150	
í			1970	it area		Contract thing are all the local terminals in	r transfertier.	net square		6,1303	
,		A ded Complete							-	Accel	
		Adult four-place	SEAT-AR	25	12	12	12	300	300	300	
		Adult one-place	SEAT-AR	35	0	2	2	0	70	70	
		Aduk lounge	SEAT-AL	30	2	4	4	60	120	120	
		Aduk methine	SEAT-AT	36	2	6	6	72	216	216	
		Adult bench	SEAT-AB	- 5	0	2	2	- 0	10	10	
į		Children's four-place	SEAT-CR	25	4	В	9	100	200	200	
		Children's lounge (Read Aloud)	SEAT-CL	30	0	2	2 2	- 0	60	60	
		Children's machine	SEAT-CR	36	0	4	4	- 0	144	144	
í		Children's floor	SEAT-CF	5	0	6	6	. 0	30	30	
7		Group study room	SEAT-AR	25	0	4	4	- 0	100	100	
8		TOT	AL READE	R.SE4739	20	50	50				
9		RATIO	FTTEMS F	ER SEAT	1007	466	503				
Q		Mult-Purpose Meeting room	SEAT-S	15	0	40	40	. 0	500	600	
1		Conference room	SEAT-C	25	0	8	8	- 0	200	200	
2		Youfa Program rosm	SEAT-CF	10	0	20	20	- 0	200	200	
3					SUBTOTA	L SQUARE	FOOTAGE:	532	2,250	2,250	
1			81	il area	e number ei	units		net square	footage		
ì	support	Service desk station	SVDSK-A	90	2	2	2 8	160	160	160	
j	spaces	OPAC station	SPO-G	24	2	1	1	48	24	24	
1		Printer station	SPO-H	16	0	1	1	0	16	16	
ĺ		Display case	CASE-X	30	0	2	2	. 0	60	.60	
		Literature rack	LIT-R	15	0	2	2 88	0	30	30	
i		Pamphletfile	FILE-L	20	2	3	0	40	60	0	
		Dictionary stand	DICT-S	25	1	0	0	25	0	0	
		Workroom shelving	SHLV-X	9	2	6	6	18	54	54	
		Staff worktable	WKTBL-A	96	1	1	1	96	96	96	
		Work counter	CNTR-A	120	0	1	1				
		W DIE COURSES						0	120	1200	
			BKTRK-A		5		6		120 48	120	
1		Booktruck parking	BKTRK-A	8	5	6	6	0 40	48		
1		Booktruck perking Photocopier	BKTRK-A COPY-B	8 48	5 1 0	6 1	6 1	0 40 48	48 48	48 48	
		Booktruck parking Photocopier Staff locker	BKTRK-A COPY-B STFF-LK	8 48 25	1 0	6 1 6	6 1 6	0 40 48 0	48 48 15	48 48 15	
		Booktruck parking Photocopier Staff Jocker Staff Jounge	BKTRK-A COPY-B STFF-LK STFF-LO	8 48 2.5 120	1	6 1 6 1	6 1 6 1	0 40 48 0 60	48 48 15 120	48 48 15 120	
		Booktruck parking Photocopier Staff locker Staff lounge Supply cabinet	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C	8 48 2.5 120 36	1 0 0.5	6 1 6 1	6 1 6 1	0 40 48 0 60	48 48 15 120 36	48 49 15 120 36	
		Booktruck parking Photocopier Staff locker Staff lounge Supply cabinet Storage room	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C STOR-R	8 48 2.5 120 36 174	0.5 0.5	6 1 6 1 1 0.7	6 1 6 1 1 0.7	0 40 48 0 60 0	48 48 15 120 36 122	48 48 15 120 36 122	
		Booktruck parking Photocopiet Staff locker Staff lounge Supply cabinet Storage room Maintenance room	BKTRK-A COPY-B STFF-LK STFF-LO STFF-CO STOR-R MAINT-R	8 48 2.5 120 36 174 120	1 0 0.5 0 1	6 1 6 1 1 0.7	6 1 6 1 1 0.7	0 40 48 0 60 0 174	48 48 15 120 36 122 120	48 48 15 120 36 122 120	
		Booktruck parking Photocopier Staff locker Staff lounge Supply cabinet Storage room Maintenance room Entrance lobby	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C STOR-R MAINT-R ENT-LOB	8 48 25 120 36 174 120 225	1 0 0.5 0 1 0	6 1 6 1 1 0.7 1	6 1 6 1 1 0.7 1	0 40 48 0 60 0 174 0	48 48 15 120 36 122 120 225	48 48 15 120 36 122 120 225	
		Booktruck parking Photocopier Staff locker Staff locker Supply cabinet Storage room Maintenance room Entrance lobby Library caffee can	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-CC	8 48 2.5 120 36 174 120 225 36	1 0 0.5 0 1	6 1 6 1 1 0.7 1	6 1 6 1 1 0.7 1	0 40 48 0 60 0 174 0	48 48 15 120 36 122 120 225 36	48 49 15 120 36 122 120 225 36	
		Booktruck parking Photscopier Staff locker Staff locker Staff lounge Supply cabinet Storage room Maintenance room Entrance lobby Library offee can Library store	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-CC LIB-STOR	8 48 25 120 36 174 120 225 36 120	1 0 0.5 0 1 0 0 0	6 1 6 1 1 0.7 1 1	6 1 6 1 1 0.7 1	0 40 48 0 60 0 174 0 0	48 48 15 120 36 122 120 225 36 120	48 49 15 120 36 122 120 225 36 120	
		Booktruck parking Photocopier Staff locker Staff locker Supply cabinet Storage room Maintenance room Entrance lobby Library caffee can	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-CC	8 48 2.5 120 36 174 120 225 36	1 0 0.5 0 1 0 0 0	6 1 6 1 1 0.7 1 1 1 1	6 1 6 1 0.7 1 1 1 1	0 40 48 0 60 0 174 0 0 0	48 48 15 120 36 122 120 225 36 120 200	46 48 15 120 36 122 120 225 36 120 200	
		Booktruck parking Photscopier Staff locker Staff locker Staff lounge Supply cabinet Storage room Maintenance room Entrance lobby Library offee can Library store	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-CC LIB-STOR	8 48 25 120 36 174 120 225 36 120	1 0 0.5 0 1 0 0 0 0 1 1 0 0 0 0 0 0 0 0 0 0 0	6 1 6 1 1 0.7 1 1 1 1 1 1 1. 1 1. 1. 1. 1. 1. 1. 1. 1	6 1 6 1 1 0.7 1 1 1 1 1 1 1 1 1 1 FOOTAGE	0 40 48 0 60 0 174 0 0 0 120 0	48 48 15 120 36 122 120 225 36 120 200 1,510	46 48 15 120 36 122 120 225 36 120 200 1,450	
		Booktruck parking Photscopier Staff locker Staff locker Staff lounge Supply cabinet Storage room Maintenance room Entrance lobby Library offee can Library store	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-CC LIB-STOR	8 48 2.5 120 36 174 120 225 36 120 200	1 0 0.5 0.5 0 0 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 1 6 1 1 0.7 1 1 1 1 1 1 1.5 1 1.5 1.5 1.5 1.5 1.5 1	6 1 6 1 1 0.7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 40 48 0 0 0 0 174 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	48 48 15 120 36 122 120 225 36 120 200 1,510 5,910	48 48 15 120 36 122 120 225 36 120 200 1,450 6,009	
		Booktruck parking Photscopier Staff locker Staff locker Staff lounge Supply cabinet Storage room Maintenance room Entrance lobby Library offee can Library store	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-CC LIB-STOR	8 48 2.5 120 36 174 120 225 36 120 200	1 0 0.5 0.5 0 0 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 1 6 1 1 0.7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	6 1 6 1 1 0.7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 40 48 0 60 0 174 0 0 0 120 0 829 3,960	48 48 15 120 36 122 120 225 36 120 200 1,510 5,910 457	48 48 15 120 36 122 120 225 36 120 200 1,450 6,009	
		Booktruck parking Photscopier Staff locker Staff locker Staff locker Staff locker Storage som Maintenance room Entrance lobby Library caffee cart Library store Loading dock	BKTRK-A COPY-B STFF-LK STFF-LO STOR-C STOR-R MAINT-R ENT-LOB LIB-CC LIB-STOR LOAD-D	8 48 2.5 120 36 174 120 225 36 120 200	1 0 0.5 0.5 0 0 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 1 1 6 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	6 1 6 1 0.7 1 1 1 1 1 1 1 0.7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 40 48 0 60 0 174 0 0 0 120 0 829 396 3564	48 48 15 120 36 122 120 225 36 120 200 1,510 457 5,453	48 48 15 120 36 122 225 36 120 200 1,450 494 5,516	
		Booktruck parking Photocopier Staff locker Staff locker Staff locker Storage Supply cabinet Storage room Maintenance room Entrance lobby Library caffee cart Library store Loading dock  Average Component Efficier	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-STOR LOAD-D	8 48 2.5 120 36 174 120 225 36 120 200	1 0 0 0.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 1 6 1 6 1 1 6 1 1 1 1 1 1 1 1 1 1 1 1	6 1 6 1 6 1 1 0.7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 40 48 0 60 0 174 0 0 120 0 829 3,960 3,960 3,960	48 48 15 120 36 122 120 225 36 120 200 1,510 5,910 6,059	48 48 15 120 36 122 120 225 36 120 200 1,450 6,009 494 5,516 6,129	
		Booktruck parking Photscopier Staff locker Staff locker Staff locker Staff locker Storage som Maintenance room Entrance lobby Library caffee cart Library store Loading dock	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-STOR LOAD-D	8 48 2.5 120 36 174 120 225 36 120 200	1 0 0 0.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 1 6 1 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	6 1 6 1 1 0.7 1 1 1 1 1 1 FROOTHERS FEET UARE FEET OTAL NASF UARE FEET UARE FEET OTAL NASF UARE FEET	0 40 48 0 60 0 174 0 0 0 120 0 829 3,960 3,960 3,960 4,400	48 48 15 120 36 122 120 225 36 120 200 1,510 5,910 457 5,653 6,659 6,732	46 48 15 120 36 122 120 225 36 120 200 1,450 6,099 494 5,516 6,129 6,810	Restrooms part of Unassignable Space.
		Booktruck parking Photocopier Staff locker Staff locker Staff locker Storage Supply cabinet Storage room Maintenance room Entrance lobby Library caffee cart Library store Loading dock  Average Component Efficier	BKTRK-A COPY-B STFF-LK STFF-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-STOR LOAD-D	8 48 2.5 120 36 174 120 225 36 120 200	1 0 0 0.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 1 6 1 1 1 1 0.7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	6 1 6 1 1 0.7 1 1 1 1 1 1 1 EXAMPLE FEET UARE FEET	0 40 48 0 60 0 174 0 0 0 120 0 2 3,960 3,966 3,564 4,900 3,149	48 48 15 120 366 122 120 225 36 120 200 1,510 5,910 457 5,659 6,732 3,149	48 48 15 120 36 122 120 225 36 120 200 1,450 6,009 494 5,516 6,129 6,810 3,149	Reitrooms part of Utassignable Space. Per capita SF now 0.30.
		Booktruck parking Photscopier Staff locker Staff locker Staff locker Staff locker Staff locker Storage room Maintenance room Entrance lobby Library caffee can Library store Loading dock  Average Component Efficier Entsting Building Efficier	BKTRK-A COPY-B STEP-LO STEP-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-STOR LOAD-D  acy Factor - acy Factor -	8 48 2.5 120 36 174 120 225 36 120 200	1 0 0 0.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 1 6 1 1 1 1 0.7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	6 1 6 1 1 0.7 1 1 1 1 1 1 FROOTHERS FEET UARE FEET OTAL NASF UARE FEET UARE FEET OTAL NASF UARE FEET	0 40 48 0 60 0 174 0 0 0 120 0 2 3,960 3,966 3,564 4,900 3,149	48 48 15 120 36 122 120 225 36 120 200 1,510 5,910 5,910 6,059 6,759 8,732 7,2599)	48 48 15 120 36 122 120 225 36 120 200 1,450 6,09 494 5,516 6,129 6,110 (2,661)	Per capita SF now 0.30.
		Booktruck parking Photocopier Staff locker Staff locker Staff locker Storage Supply cabinet Storage room Maintenance room Entrance lobby Library caffee cart Library store Loading dock  Average Component Efficier	BKTRK-A COPY-B STEP-LO STEP-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-STOR LOAD-D  acy Factor - acy Factor -	8 48 2.5 120 36 174 120 225 36 120 200	1 0 0 0.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 1 6 1 1 0.7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	6 1 6 1 1 0.7 1 1 1 1 1 1 LARE FEET UARE FEET	0 40 48 0 60 0 174 0 0 120 0 29 3960 3564 3960 4400 4400 4,251)	48 48 15 120 36 122 120 225 36 120 200 1,510 5,910 6,059 6,732 8,079	48 48 15 120 36 122 120 225 120 200 1,450 6,099 494 5,516 6,129 6,810 3,149 (2,661)	
		Booktruck parking Photscopier Staff locker Staff locker Staff locker Staff locker Staff locker Storage room Maintenance room Entrance lobby Library caffee can Library store Loading dock  Average Component Efficier Entsting Building Efficier	BKTRK-A COPY-B STEP-LO STEP-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-STOR LOAD-D  acy Factor - acy Factor -	8 48 2.5 120 36 174 120 225 36 120 200	1 0 0 0.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 1 6 1 1 0.7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	6 1 6 1 1 0.7 1 1 1 1 1 1 1 1 1 VARE FEET UARE FEET OTAL NASP UARE FEET UARE FEET UARE FEET UARE FEET OTAL NASP UARE FEET UARE FEET UARE FEET UARE FEET VARE FEET	0 40 48 0 60 0 174 0 0 120 0 829 3,960 3,960 4,400 3,149 (L.251)	48 48 15 120 36 122 120 225 36 130 200 1,510 5,910 457 5,453 6,059 6,732 3,149 7,2582 9,079	48 48 15 120 36 122 120 225 36 120 200 1,450 6,09 494 5,516 6,129 6,110 (2,661)	Pet capita SF now 0.30. Per capita SF 0.55 by 2021.
1 5 5 7 1 2 3 1 5 5 7 7 8 9 7 7		Booktruck parking Photscopier Staff locker Staff locker Staff locker Staff locker Staff locker Storage room Maintenance room Entrance lobby Library caffee can Library store Loading dock  Average Component Efficier Entsting Building Efficier	BKTRK-A COPY-B STEP-LO STEP-LO SPLY-C STOR-R MAINT-R ENT-LOB LIB-STOR LOAD-D  acy Factor - acy Factor -	8 48 2.5 120 36 174 120 225 36 120 200	1 0 0 0.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 1 6 1 1 0.7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	6 1 6 1 1 0.7 1 1 1 1 1 1 LARE FEET UARE FEET	0 40 48 0 60 0 174 0 0 120 0 29 3960 3564 3960 4400 4400 4,251)	48 48 15 120 36 122 120 225 36 120 200 1,510 5,910 6,059 6,732 8,079	48 48 15 120 36 122 120 225 120 200 1,450 6,099 494 5,516 6,129 6,810 3,149 (2,661)	Per capita SF now 0.30.

CRESTLINE LIBRARY		New 20-Year I	Library Building		16-Oct-01	
Preliminary Estimate of Probable Cos	t		,		10:42 AM	
prepared by PROVIDENCE	1	c				
Construction Costs	square	unit	total			
Constitución Costs	feet	cost/sf	cost	notes		
Site Development	32,000	\$8.50	\$272,000	noics		
Construction	8,166	\$148.30	\$1,211,018	Assumes bid in third	guarter of FY2009	
Contingency	8,166	\$14.83	\$121,102	7 Assumes old in time	quarter of 1 1200).	
Contingency	0,100		·	C	\$10 <i>C</i> 44	
		SUBTOTAL	\$1,604,120	Construction \$/sf:	\$196.44	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	8,166	\$11.00	\$89,826	Assumes bid in FY20	010.	
Moveable Furnishings & Equipment	8,166	\$30.00	\$244,980	Assumes bid in FY20	010, includes IT.	
		SUBTOTAL	\$334,806			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$232,671	% of Consturction +	Move-In Costs.	
		SUBTOTAL	\$232,671			
TOTAL BUII	LDING ESTIN	MATED COST	\$2,171,597	Total Project \$/sf:	\$265.93	
Relocation Costs	number	average	total			
1000 Costs	of units	unit cost	cost			
Moving to new building	21,000	\$0.50	\$10,500			
New Materials	0	\$25.00	\$0			
Tion Haterials		SUBTOTAL	\$10,500			
	GR	AND TOTAL	\$2,182,097	Total Project \$/sf:	\$267.22	
Escalation		percentage of	total			
		grand total	cost		1	
2003		4%	\$2,269,381	Project \$/sf:	\$277.91	
2004		4%	\$2,360,156	Project \$/sf:	\$289.02	
2005		4%	\$2,454,562	Project \$/sf:	\$300.58	
2006		4%	\$2,552,744	Project \$/sf:	\$312.61	
2007		4%	\$2,654,854	Project \$/sf:	\$325.11	
2008		4%	\$2,761,048	Project \$/sf:	\$338.12	
2009		4%	\$2,871,490	Project \$/sf:	\$351.64	
2010		4%	\$2,986,350	Project \$/sf:	\$365.71	



Crestline Branch Library

Crestline Branch Library
Circulation desk





Crestline Branch Library Homework Center, Children's section

Crestline Branch Library
Computer area



## GRAND TERRACE BRANCH SAN BERNARDINO COUNTY LIBRARY

#### **Planning Recommendations**

A 3,500 SF facility currently serves a population of 11,626<sup>1</sup>. The library occupies space inside a larger city-owned facility in the Civic Center, which was built in 1985. The location is approximately 4 miles from the Rialto Library, 5 miles from the Loma Linda Library, and 6 miles from the Bloomington Library.

A Facility Assessment revealed the following problems: restrooms are not ADA compliant and contain no diaper-changing tables; plumbing leaks and occasional flooding in restrooms; an inadequate number of power outlets; the parking lot is at the rear of the building, making access difficult for the elderly and physically challenged; green slime across the front sidewalk occasionally makes for treacherous footing; and stained ceiling tiles resulting from roof leaks.

The Library has a collection of 33,124 items, including periodicals, for an average of 2.85 per capita. There are 42 reader spaces, but no meeting room. Circulation averages about 6.05 per capita.

By the year 2021 the Grand Terrace service area population is estimated to be 27,869, a significant increase of 139.6 percent in just 20 years. The consultants recommend that a new facility be built to accommodate this growth.

#### PROJECT SIZE

Assuming a one-story building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 12,464 SF, requiring 62 public and staff parking spaces. If population projections prove accurate, the new facility will increase the square footage per capita from the present 0.30 to 0.45 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing Grand Terrace area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

- A collection size of 41,800 items, including 12,000 items for young people, 2,000 media items, and 139 current periodical subscriptions;
- A total of 72 reader spaces, including 14 machine stations (8 for adults, 6 for children), and a group-study room;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- Public meeting areas seating a total of 98, including a 40 seat multi-purpose meeting room, a conference room seating 8, a children's services program room with seating for 20; and
- A full-time equivalent (FTE) staff of 5.5, including .5 FTE maintenance personnel, plus 1.0 FTE volunteer staff.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the first quarter of FY 2008 with library furniture and information technology contracts awarded later in the year, the estimated project cost for the Grand Terrace Library is \$4,205,350. The project cost per SF is \$337.40. This includes an allowance for moving costs from the current building into the new facility.

This is a Tier Three project with an estimated completion date of 2009.

#### **SUPPORTING INFORMATION**

		pace Requirements g Guidelines	Papulation	Building: 1 Served:	SAN BERN 11.626	IARDINO CO 18.000	27.869	ARY - Gran	d Terrace Lib	tary	22-Oct-01
		personnel/space	spece	square		projected		existing	projected		
	component	designation	cade	feet	2001	2011	2021	2001	2011	2021	notes
1				LATION		130,500	222,952				From 6.05 ts 8.0 per capita by 2021.
Į.	personnel	thretten	SPO-D	ut area 48	* <b>RUMBES &amp;</b> 1.00		1.00	net square	Inotage 48	48	
1	persuanci	The state of the s									
ŀ		Library Assistant 1	SPO-E	36	0.00		1.00	0	36	36	
ŀ			SPO-F	24	0.725		1.00	17 32	24 36	24 48	
		- Carlotte	SPO-F	24	1.3125		2.00	- 32	30	46	
ŀ		Tr. 400-10-00-00-00-00-00-00-00-00-00-00-00-0	CAD D		3.0375		5.00	0	2.6	2.4	
ł		PSE Maintenance	SPO-D	48 24	0,00 1,00		0.50 1.00	24	24	24	
t		Volunteer	SPO-F	64		AZ SQUARE		121	192	204	
			-	n/f araa			PUVIAUE	161	194	2040	
		2.5		nit area			200		0.4	0.4	
4	allections		SHLV-R	0.12	0		200	0	24	24	
		PRO201 PRO100 BOOK 11	SHLV-B	0.20	200		200	40	40	40	
			SHLV-A	0.08			13,000	. 0	880	1.040	
			SHLV-A	0.10	0		15,000	0	1,300	1.500	
Ŧ			SHLV-YE		0		3,400	0	138	170	
t			SHLV-A	0.08	0		6,800	0	440	544	
ļ		Contract Management of the Contract of the Con	SHLV-A	0.08	0		700	0	24	56	
4			SHLV-M	0.04	0		2,000	0	40	90	
ļ			SHLV-R	0.12	32,564		0	3,908	0	0	Act of the Control of
ŀ		Current periodicals	SHLV-P	1.00	90		139	90	90	139	One subscription for every 200 residents.
		Backfile periodicals	SHLV-CR		270		418	27	27	42	Hardcopy backfile retnetion far one year.
				L ITEMS			41,857				
1		5.4	TEMS PE	CAPITA	2.85		1.50	13,12-	- 222		
			1	langer.		AL SQUARE		4,065	3,003	3,635	
1					x number e			net square			
1	seating	Salah dan pengangan dan kelalah dan kelalah dan kelalah dan berasak dan berasa	SEAT-AR	25	20		20	500	500	500	
		Adult one-place	SEAT-AR	35	2		4	70	140	140	
1			SEAT-AL	30	В		4	240	120	120	
1			SEAT-AT	36	4		В	144	288	288	
4			SEAT-AS	20	4		0	80	0	0	
1			SEAT-AB	- 5	0		2	- 0	10	10	
			SEAT-CR	25	4		16	100	400	400	
		Children's lounge (Read Aloud)	SEAT-CL	30	0		2	- 0	60	60	
		Children's mechine	SEAT-CR	36	0		6	0	216	216	
		Children's floor	SEAT-CF	5	0		6	0	30	30	
		Oroup study room	SEAT-AR	25	0	4	- 4	- 0	100	100	
		Tutoring room	SEAT-AR	48	0		2	- 0	96	96	
1		707	AL READE	X SE47S	42	72	72				
		RATIO O	F/TEMS A	ER SEAT	799	477	591				
		Mult-Purpose Meeting room.	SEAT-S	15	0	40	40	. 0	500	600	
		Conference room	SEAT-C	25	- 0	8	B	0	500	200	
		Youth Program room	SEAT-CF	10	0		30	- 0	300	300	
			HOME-C	36	0		10	0	360	360	
		Training center	SEAT-AT	36	0		10	0	360	360	
						AL SQUARE		1,134	3,790	3,780	
			81	nit area	x number ei	f units	- 8	net square	footage		
8	support	Service desk station	SVDSR-A	90	3	2	2	240	160	160	
	spaces	Self-check station	SELF-CK	40	0		1	. 0	40	40	
			SPO-G	24	0		1	. 0	24	24	
		Printer station	SPO-H	16	0		1	0	16	16	
		Display case	CASE-M	30	0		2	0	60	60	
			LIT-R	15	5	2	2	75	30	30	
		Pamphlet file	FILE-L	20	1	0	0	20	0	0	
			DICT-S	25	1	0	0	25	0	- 0	
		Workroom shelving	SHLV-X	9	0	6	6	0	54	54	
		Staff worktable	WKTBL-A	96	1	1	1	96	96	96	
		Work counter	CNTR-A	120	2		1	240	120	120	
		Booktruck parking	BKTRK-A		6		6	-48	48	48	
		Photocopier	COPY-B	48	1	1	1	49	48	48	
		Staff locker	STFF-LK	25	0	6	6	0	15	15	
		Staff lounge	STFF-LO	120	0		1	0	120	120	
		Supply cabinet	SPLY-C	36	4	1	1	144	36	36	
		Storage cabinet	STOR-C	49	0	1	1	0	49	49	
		Maintenance room	MAINT-R		0		1	0	120	120	
		Entrance lobby	ENT-LOB	225	0	1	1	- 0	225	225	
		Library caffee cost	LIB-CC	36	0	1	1	0	36	36	
			LIB-STOR		1	1	1	120	120	120	
			LOAD-D	200	0		1	0	200	200	
ĝĮ.			1		SUBTOTA	AL SQUARE		1.056	1.616	1.616	
3				1			UARE FEET	6,376	8,591	9,235	
ď.					less allowance	from Sentence Sentence by Marie Sentence Sentence		655	675	822	
							UARE FEET	5,720	7,916	B, d13	
		Average Component Efficier	ncy Factor -	0.90			OTAL NASF	6,356	8,795	9.348	
		Existing Building Efficien			BUILDING		UARE FEET	7.062	9,772	10.387	Restrooms part of Unassignable Space.
					G BUILDING			3,500	3.500	3.500	Per capita SF now 0.30.
9				10000			( under )	(3,562)	(6,272)	(6.887)	Carrie and a second
										1	
		New Building Efficiency	y Factor -	0.75					11.727	12.464	Per capita SF 0.45 by 2021.
		New Building Efficiency	y Factor -	0.75					11,727 30	12,464 30	Per capita SF 0.45 by 2021.
		New Building Efficiency	y Factor -	0.75		PARKI	NG SPACES UIDELINES	15 18	11,727 30 59		Per capita SF 0.45 by 2021.  One space per every 200 SF of building.

GRAND TERRACE LIBRARY		New 20-Year I	Library Building		22-Oct-01	
Preliminary Estimate of Probable Cost	t		2		8:58 AM	
prepared by PROVIDENCE		c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	48,000	\$8.50	\$408,000	110102		
Construction	12,464	\$148.30	\$1,848,411	Assumes bid in first of	uarter of FY2008	3.
Contingency	12,464	\$14.83	\$184,841			
,	,	SUBTOTAL	\$2,441,252	Construction \$/sf:	\$195.86	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	12,464	\$11.00	\$137,104	Assumes bid in FY20	08.	
Moveable Furnishings & Equipment	12,464	\$30.00	\$373,920	Assumes bid in FY20	008, includes IT.	
<u> </u>		SUBTOTAL	\$511,024			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$354,273	% of Consturction + 1	Move-In Costs.	
		SUBTOTAL	\$354,273			
TOTAL BUIL	LDING ESTIN	MATED COST	\$3,306,549	Total Project \$/sf:	\$265.29	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	34,000	\$0.50	\$17,000			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$17,000			
	CI	AND TOTAL	¢2 222 540	T-1-1 D	\$266.65	
	Gr	RAND TOTAL	\$3,323,549	Total Project \$/sf:	\$266.65	
Escalation		percentage of	total			
		grand total	cost			
2003		4%	\$3,456,491	Project \$/sf:	\$277.32	
2004		4%	\$3,594,751	Project \$/sf:	\$288.41	
2005		4%	\$3,738,541	Project \$/sf:	\$299.95	
2006		4%	\$3,888,083	Project \$/sf:	\$311.95	
2007		4%	\$4,043,606	Project \$/sf:	\$324.42	
2008		4%	\$4,205,350	Project \$/sf:	\$337.40	
2009		4%	\$4,373,564	Project \$/sf:	\$350.90	
2010		4%	\$4,548,507	Project \$/sf:	\$364.93	



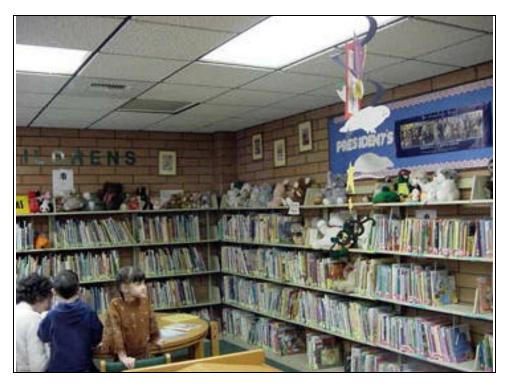
## Grand Terrace Branch Library

**Grand Terrace Branch Library**Combined circulation/reference desk





**Grand Terrace Branch Library**Staff break/work room and Branch
Manager's office space



Grand Terrace Branch Library
Children's section
(inadequate shelving/reading space)



Grand Terrace Branch Library
Poorly sealed walls

# JOSHUA TREE BRANCH SAN BERNARDINO COUNTY LIBRARY

#### **Planning Recommendations**

A 2,000 SF leased building currently serves an estimated population of 8,091<sup>1</sup>. Cost for the lease, which expires in March 2005, is \$1,300 monthly (\$15,600 per year). The facility opened as a library in June 1983, but the original date of construction is unknown. The facility is located approximately 7 miles from the Yucca Valley Library and 16 miles from the Twentynine Palms Library.

A Facility Assessment revealed the following problems: access to the building entrance is difficult for handicapped patrons; restrooms are poorly ventilated and are not ADA compliant; no heating/air conditioning in restrooms; no diaper-changing tables in restrooms; no hot water in the building; power outlets require adapters; inadequate lighting in bookstacks; cracks that allow sand to enter the building; carpeting is stained and in need of stretching/patching; sagging ceiling tiles; stained wall surfaces; potholes in the parking lot; and inadequate landscaping.

The Library has a collection of 15,441 items, including periodicals, for an average of 1.91 per capita. There are 12 reader spaces, but no meeting room. Circulation averages about 2.16 per capita.

By the year 2021 the Joshua Tree service area population is estimated to be 9,437, an increase of 16 percent over a 20-year period. However, based on the current building's size and condition, the consultants recommend that a new facility be built.

#### PROJECT SIZE

Assuming a one-story building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 4,806 SF, requiring 24 public and staff parking spaces. The new facility will increase the square footage per capita from the present 0.25 to 0.51 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Joshua Tree area with adequate library service through the year 2021, the consultants recommend that the new facility include the following:

- A collection size of 18,177 items, including 94 current periodical subscriptions;
- A total of 34 reader spaces, including 8 machine stations (4 for adults, 4 for children) and 2 "read aloud" stations in the children's area;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- A 20 seat multi-purpose meeting room; and
- A full-time equivalent (FTE) staff of 2.1, plus 1.0 FTE volunteer staff.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the first quarter of FY 2009 with library furniture and information technology contracts awarded later in the year, the estimated project cost for the Joshua Tree Library is \$1,706,993. The project cost per SF is \$355.18. This includes an allowance for moving costs from the current building into the new facility.

This is a Tier Three project with an estimated completion date of 2010.

#### **SUPPORTING INFORMATION**

	per Plannin	pace Requirements g Guidelines	Population		SAN BERN 8,091	IARDINO CO 8,738	9,437	KARY - Joshi	a Tree Libra	ry	22-Oct-01
9		personnel/space	space	square		projected		existina	projected		
2	1000	designation	code	feet	2001	2011	2021	2001	2011	2021	notes
	LUMP CHILM	or ganger		LATION:	12.498	43691	56.624	2002	2.0743	2022	From 2.16 to 6.0 per capita by 2021.
ľ			DI.	ut area a	Damber of	personnel	19	- net square			rion are a cosper copies of area
	personner	Literary Assistant 1	SPU-E	.90	1.00	1.00	1008	36		3b	
1		PSE Adult	SPO-F	24	0.00	0.50	0.50	0	12	12	
5		PSE Page	SPO-F	24	0.60	0.60	0.60	14	14	14	
Ó		7074	L FTE PER	SOMNEL:	1.60	2.10	2.10				
7		PSE Maintenance	SPO-D	49	0.00	0.00	0.00	0	0	00	
8		Volunteer	SPO-F	24	1.00	1.00	1.00	24	24	24	
9					SUBTOTA	L SQUARE	POOTAGE:	74	86	86	
0			an an	it area a	number of	rolumes	100				
11	callections	Reference	SHLV-R	0.12	0		100	0	12	12	
2	LUIZCEDUIS	Popular display	SHLV-B	0.20	0		100	0		20	
3		Adult fiction	SHLV-A	0.08	0		6,000	0		480	
4	-	Adult non-fiction	SHLV-A	0.10	0	100000	7,000	0		700	
15			SHLV-YE	200	0	8.300	1,000	0		50	
		Youth Easy/Picture						*			
6		Youth Fiction/Non-Fiction	SHLV-A	80.0	0	1,600	2,000			160	
7	-	Young Adult	SHLV-A	80.0	0	350	400	0		32	
.0		Media	SHLV-M	0.04	0	1,000	1,200	0	74	48	
9		Total collection	SHLV-R	0.12	15,321	- 0	038		0	0	
0.0		Current periodicals	SHLV-P	1.00	30	87	94	30	87	94"	One subscription every 100 persons.
1		Backfile perio dicali	SHLV-CR	0.10	90	262	283		26	28	Hardcopy backfile retention one year.
22		ALMOST CANCES OF A CANCES		L ITEMS	15,441	16,050	18,177				
23			TEMS PER	CAPITA	1.91	1.84	1.93		00000		
4			201 BAS (02.8)	- 1	SUBTOTA	L SQUARE	POOTAGE:	1,878	1,452	1,625	
25			DI	it area s	number of	soats	18	net square	footage		
26	seating	Adult four-place	SEAT-AR	25	8	12	12	200	300	300	
27		Adult lounge	SEAT-AL	30	0	2	28			60	
8		Adult machine	SEAT-AT	36	2		4	72		144	
9		Adult bench	SEAT-AB	5	0	2	2	0		10	
0		Children's four-place	SEAT-CR	25	0		8			200	
				35	2	0	0		0	200	
31		Children's one-place	SEAT-CR	500	9		-739	8		- 2	8
32		Children's lounge (Read Aloud)		30	0	2	2			60	
33		Children's machine	SEAT-CR	36	0	4	411	0	144	144	
34			AL READE		12	34	34				
35			F ITEMS P.		1287	472	535				
36		Multi-Purpose Meeting room	SEAT-S	12			2018			240	
37					SUBTOTA	IL SQUARE	POOTAGE:	342	1.158	1.158	
38			an	iit area	number of	anits		net square	footage		
39	support	Service desk station	SVDSK-A	80	3	1	1	240	80	80	
10	spaces	OPAC station	SPO-G	24	2	1	188	48	24	24	
11	-	Printer station	SPO-H	16	0	1	188	0	16	16	
12		Display case	CASE-X	30	Ó	1	1.0			30%	
13		Literature rack	LIT-R	15	2	-5	1	8		15	
14		Pamphlet file	FILE-L	20	2	0	0.0			0	
15		Diction ary stand	DICT-S	25	1		0	25	0	0	
40		Workroom shelving	SHLV-X	9	2		2			18	
17		Staff worktable	WKTBL-A							96	
18	-				è		1				
		Work counter	CNTR-A	32	0		1	0		32	8
9		Booktruck parking	BKTRK-A	8	2		2			16	
0		Photocopter	COPY-B	49	1		188			4B	
1		Staff locket	STFF-LK	25	0		4			10	
52		Staff lounge	STFF-LO	80	0		1			80	
3		Supply cabinet	SPLY-C	36	0		1			36	
54		Storage cabinet	STOR-C	48	0	1	1			48	
55		Maintenance room	MAINT-R	64	0	- 1	188	. 0		64	
6		Entrance lobby	ENT-LOB	90	0	1	1		90	80%	
7		Library coffee cart	LIB-CC	36	0	1	1	0	36	36	
B				- 8	SUBTOTA	L SQUARE		465	729	729	
9				- 9		TAL NET SQ				3,598	
0				35		for collection		-		354	
1						TAL NET SQ				3.244	
2		Average Component Efficier	ncy Factor -	0.90			OTAL NASE			3,605	
13		Existing Building Efficier			RIDE DING	GROSS SQI				4005	
14		Extrang Editum Entres	ncy ractor w								
				ENGLINS	POILUIM	TOTAL SQ					Per capita SF now 0.25.
15		Manager Park Control of the Control	D	0.25		over	(under)	(1,020)	(1,043)	(2,005)	Dec
		New Building Efficienc	A Lacrot -	0.75		*	ro on a sec		4.806		Per capita SF 0.51 by 2021.
					S	PARKE	NG SPACES	10	10	108	
56				100							
						PARKING G		10			One space per every 200 SF of building

JOSHUA TREE LIBRARY		New 20-Ye	ear Library Buildi	ng	16-Oct-01	
Preliminary Estimate of Probable Cost			•		10:43 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	20,000	\$8.50	\$170,000			
Construction	4,806	\$148.30	\$712,730	Assumes bid in first	quarter of FY2	2009.
Contingency	4,806	\$14.83	\$71,273		1	
		SUBTOTAL	\$954,003	Construction \$/sf:	\$198.50	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	4,806	\$11.00	\$52,866	Assumes bid in FY20	009.	
Moveable Furnishings & Equipment	4,806	\$30.00	\$144,180	Assumes bid in FY20	009, includes I	T.
		SUBTOTAL	\$197,046			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$138,126	% of Consturction +	% of Consturction + Move-In Costs.	
		SUBTOTAL	\$138,126			
TOTAL BUIL	DING ESTIN	MATED COST	\$1,289,175	Total Project \$/sf:	\$268.24	
Relocation Costs	number	average	total			
1000 Costs	of units	unit cost	cost			
Moving to new building	16,000	\$0.50	\$8,000			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$8,000			
	GR	RAND TOTAL	\$1,297,175	Total Project \$/sf:	\$269.91	
		percentage of	total			
Locumion		grand total	cost			
2003		4%	\$1,349,062	Project \$/sf:	\$280.70	
2004		4%	\$1,403,024	Project \$/sf:	\$291.93	
2005		4%	\$1,459,145	Project \$/sf:	\$303.61	
2006		4%	\$1,517,511	Project \$/sf:	\$315.75	
2007		4%	\$1,578,211	Project \$/sf:	\$328.38	
2008		4%	\$1,641,340	Project \$/sf:	\$341.52	
2009		4%	\$1,706,993	Project \$/sf:	\$355.18	
2010		4%	\$1,775,273	Project \$/sf:	\$369.39	



### Joshua Tree Branch Library

Joshua Tree Branch Library Crowded stacks





Joshua Tree Branch Library
Poor lighting over stacks, line of
sight problem, sun glare from west
facing windows



Joshua Tree Branch Library
OPACs abutting children's area
(behind) = line of sight problem



Joshua Tree Branch Library Crowded paperback area

# MONTCLAIR BRANCH SAN BERNARDINO COUNTY LIBRARY

#### **Planning Recommendations**

A 14,101 SF city-owned facility currently serves a population of 33,049<sup>1</sup>. The building, which is located in the Montclair Civic Center, was opened as a library in 1963, expanded in 1966, and remodeled in 1993. The annual cost of the lease is \$56,656. The Montclair Library is located approximately four miles from the Chino Library.

A Facility Assessment indicated a building that is in reasonably good shape with only a few problems, such as no diaper-changing tables in restrooms, an insufficient number of power outlets, inadequate seating for the use of PCs, and poor lighting in the employee parking area.

The Library has a collection of 63,530 items, including periodicals, for an average of 1.92 per capita. There are 45 reader spaces, a large meeting room seating 100, a conference room seating 40, and a 16-seat training room. Circulation averages about 2.63 per capita.

By the year 2021 the Montclair service area population is estimated to be 47,117, an increase of 42.6 percent over a 20-year period. The consultants believe a major renovation of the current facility, along with a modest expansion, will be sufficient to accommodate this growth.

#### **PROJECT SIZE**

Assuming a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 15,945 SF, requiring 71 public and staff parking spaces. If population projections prove accurate, the expanded facility will have a square footage per capita of 0.34 by the year 2021.

#### PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Montclair area with adequate library service through the year 2021, the consultants recommend that the renovated facility include the following:

- A collection size of 70,500 items, including 18,000 items for young people, 4,600 media items, and 157 current periodical subscriptions;
- A total of 66 reader spaces, including 12 machine stations (8 for adults, 4 for children) and 2 "read aloud" stations in the children's area;
- Public meeting areas with seating for 92, including a 50 seat multi-purpose meeting room, conference rooms seating a total of 30, a training room (computers and other types of training) seating 12; and

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

A full-time equivalent (FTE) staff of 11.9125, including a Literacy Specialist and 0.75 FTE maintenance personnel, plus 2 FTE volunteers.

#### **ESTIMATED COST**

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2009 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Montclair Library is \$2,883,017. The project cost per SF is \$180.81.

This is a Tier Three project, with an estimated completion date of 2010.

#### SUPPORTING INFORMATION

		pace Requirements g Guidelines	Population	Building: Served:		SAN BERN 33,049	ARDINO CO 39,461	DUNTY LIB 47,117	RARY - Mon	tclair Library	
ine	functional	personnel/space	space	square		existing	projected		existing	projected	
10.	component	designation	code	feet		2001	2011	2021	2001	2011	2021
1				ILATION		87,825	118,383	188,468			
2		1.6	UL.		×	number of		7	<ul> <li>net square</li> </ul>		77.51
3	personnei	Librarian II	PO-D	150		1.00	1.00	1.00	150		150
4		Librarian I	SPO-D	48		0.00	0.00	1.00	0		40
5		Library Associate	SPO-D	48		1.00	1.00	1.00	48		48
5		Library Assistant I	SPO-E	36		2.00	3.00	3.00	72	108	10
7		Literacy Specialist	PO-E	120		0.6625	0.6625	0.6625	80		8
3		PSE Adult	SPO-F	24		3.1625	3.00	3.00	76	72	7
9		PSE Page	SPO-F	24		1.45	1.50	1.50	35	36	31
0		TOT.41	L FTE PER.	SONNEL		9.275	10.1625	11.1625			
1		PSE Maintenance	PO-F	100		0.00	0.75	0.75	0	75	7
2		Volunteer	SPO-F	24		1.00	2.00	2.00	24	48	4
3						SUBTOTA	L SQUARE	FOOTAGE	484	617	66
4			un	it area	×	number of	rolumes				
5	collections	Reference	SHLV-R	0.12		0	500	500	0	60	6
6	Concenous	Popular display	SHLV-B	0.20		300	300	300	60	60	6
						0					
7		Adult fiction	SHLV-A	0.08		2000	24,000	28,000	0		2,24
8		Adult non-fiction	SHLV-A	0.10		0	16,500	18,000	0		1,80
9		Youth Easy/Picture	SHLV-YE			0	4,125	5,000	0		25
0		Youth Fiction/Non-Fiction	SHLV-A	0.08		0	9,250	10,000	0		80
1		Young Adult	SHLV-A	0.08		0	2,250	3,000	0		24
2		Media	SHLV-M	0.04		0	3,500	4,600	0	1000000	18
3		Total collection	SHLV-R	0.12		62,910	0	0	7,549	0	
4		Current periodicals	SHLV-P	1.00		32	132	157	32	132	15
25		Backfile periodicals	SHLV-CR	0.10		288	789	942	29	79	9
26		•	707.4	L ITEMS	3	63,530	61,346	70,499		10000	
27			TEMS PER			1.92	1.55	1.50			
:8							L SQUARE		7,670	5,167	5,88
9			,,,,	it area	v	number of		- 255	e net square	1	0,00
		A 1-14 C 1	SEAT-AR		1						80
0	seating	Adult four-place		25		32	32	32	800	800	80
1		Adult lounge	SEAT-AL	30		0	4	4	0		12
32		Adult machine	SEAT-AT	36		6	8	8	216	-	28
3		Adult bench	SEAT-AB	5		0	2	2	0		1
34		Children's four-place	SEAT-CR	25		0	8	8	0	200	20
35		Children's lounge (Read Aloud)	SEAT-CL	30		6	2	2	180	60	6
36		Children's machine	SEAT-CR	36		0	4	4	0	144	14
37		Children's index table	SEAT-CS	20		1	0	0	20	0	
38		Children's floor	SEAT-CF	5		0	6	6	0	30	30
39		707	4Z READE	R SE47	3	45	66	66			
40			FITEMS P			1412	929	1068			
41		Multi-Purpose Meeting room	SEAT-S	12		100	50	50	1,200	600	600
42		Conference room	SEAT-C	25		40	30	30	1,000	-	75
43		Training room	SEAT-AT	36		16	12	12	1,000 576	100000000000000000000000000000000000000	433
44		11 mining 10 om	DLAI AI	30			IL SQUARE		3,992		3,43
45				it area		# 12 T		3.003340E	net square		3,43
					×						
16	support	Service desk station	SVDSK-A	80		5	4	4	400		32
17	spaces	Self-check station	SELF-CK	40		0	1	1	0		4
18		OPAC station	SPO-G	24		7	2	2	168	48	4
19		Printer station	SPO-H	16		0	1	1	0	16	1
50		Display/gallery	CASE-X	30		0	2	2	0		6
51		Literature rack	LIT-R	15		0	2	2	0	30	3
2		Dictionary stand	DICT-S	25		1	0	0	25	0	
3		Atlas case	CASE-A	25		1	0	0	25		
54		Globe	GLOB-X	25		0	1	1	0	I	2
55		Workroom shelving	SHLV-X	9		10	8	8	90		7
56		Staff worktable	WKTBL-A	-		2	1	1	192	-	9
57		Booktruck parking	BKTRK-A			8	8	8	64		6
8		Photocopier	COPY-B	48		1	1	1	48		4
59		Staff lounge	STFF-LO	100		1	1	1	100		10
50		Staff lockers	STFF-LK	2.5		0	14	14	0		3
51		Supply cabinet		36		0	1	14	0	- 3000	
			SPLY-C								3
52		Storage cabinet	STOR-C	48		0	1	1	0		4
53		Maintenance room	MAINT-R			0	1	1	0		8
4		Entrance lobby	ENT-LOB			1	1	1	225		22
55		Library store	LIB-STOR			1	1	1	180		18
б		Library coffee cart	LIB-CC	36		0	1	1	0	36	3
7						SUBTOTA	IL SQUARE	FOOTAGE	1,517	1,559	1,55
				1				UARE FEET			11,54
68					ļe			ns "in-the-air"			1,37
68 69				1	ø			UARE FEET			10,16
9		Average Component Efficier	ocy Factor -	0.85		101		OTAL NASE			11,95
9 '0		Average Component Efficien				BIIII DING					
9 '0 '1						POILDING	Ja aaunu	UARE FEET		\$1000000000000000000000000000000000000	13,28
9 70 71 72		Existing Building Efficier	cy Factor =			DITH DIVI	TOTAL CO				
970			cy Factor =		IC	BUILDING	TOTAL SQ			14,101	
9 10 12 13 14		Existing Building Efficier	**************************************	EXISTIN	IC	BUILDING		UARE FEET <b>( under )</b>		1,581	814
9 1 2 3 4 5			**************************************	EXISTIN	JC	BUILDING	ovei	( under )	(2,107)	<i>1,581</i> 15,024	<i>814</i> 15,945
9 10 12 13 14		Existing Building Efficier	**************************************	EXISTIN	1G		<i>ovei</i> Parki		(2,107) 30	1,581 15,024 30	14,10 <i>814</i> <b>15,945</b> 3

MONTCLAIR LIBRARY	Renovated/	Expanded 20-Ye	ear Library Buildi	ng	16-Oct-01		
reliminary Estimate of Probable Cost  prepared by PROVIDENCE Associates Inc							
prepared by PROVIDENCE	Associates In	c					
Construction Costs	square	unit	total				
Constituence Costs	feet	cost/sf	cost	notes			
Site Development	10,000	\$8.50	\$85,000				
Construction (new)	1,844	\$148.30	\$273,465	Assumes bid in last	quarter of FY2	2009.	
Construction (renovation)	14,101	\$65.00	\$916,565		1		
Contingency	1,844	\$14.83	\$27,347				
		SUBTOTAL	\$1,302,377	Construction \$/sf:	\$81.68		
Move-In Costs	number	average	total				
	of units	unit cost	cost				
Shelving & Built-In Equipment	15,945	\$11.00	\$175,395		Assumes bid in FY2009.		
Moveable Furnishings & Equipment	15,945	\$30.00	\$478,350	Assumes bid in FY	2010, includes	IT.	
		SUBTOTAL	\$653,745				
Project Costs		percentage of	total				
J		construction	cost				
Design Fees		12%	\$234,735	% of Consturction -	- Move-In Cost	ts.	
		SUBTOTAL	\$234,735				
TOTAL BUI	LDING ESTIN	MATED COST	\$2,190,856	Total Project \$/sf:	\$137.40		
Relocation Costs	number	average	total				
	of units	unit cost	cost				
Moving to new building	0	\$0.50	\$0				
New Materials	0	\$25.00	\$0				
		SUBTOTAL	\$0				
	GRAND TOTAL		\$2,190,856	Total Project \$/sf:	\$137.40		
n 12			4.4.1				
Escalation		percentage of grand total	total cost				
2003		4%	\$2,278,491	Project \$/sf:	\$142.90		
2004		4%	\$2,369,630	Project \$/sf:			
2005		4%	\$2,464,415	Project \$/sf:			
2006		4%	\$2,562,992	Project \$/sf:			
2007		4%	\$2,665,512	Project \$/sf:			
2008		4%	\$2,772,132	Project \$/sf:			
2009		4%	\$2,883,017	Project \$/sf:			
2010		4%	\$2,998,338	Project \$/sf:			



## Montclair Branch Library

Montclair Branch Library Circulation desk





Montclair Branch Library
Break/work room

Montclair Branch Library
Circulation desk traffic



# NEEDLES BRANCH SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

A 5,600 SF County-owned building currently serves a population of 4,830<sup>1</sup>. Built in 1979, the Needles Library is the most remote of all of the 28 branches comprising the County Library system, being located approximately 110 miles from its closest "neighbor," the Twentynine Palms Library.

A Facility Assessment revealed the following problems: no fire alarms, no diaper-changing tables in restrooms, inadequate seating for use of PCs, worn carpeting, masonry deterioration on west exterior wall, sidewalk is buckling, inadequate lighting along driveway and in parking lot, poor signage, and minimal landscaping.

The Library has a collection of 25,846 items, including periodicals, for an average of 5.35 per capita. There are 63 reader spaces, but no meeting room. Circulation averages about 1.3 per capita.

By the year 2021 the Needles service area population is estimated to be 11,646, a significant increase of 141.7 percent over a 20-year period. However, the current facility is large enough to accommodate this growth and the consultants believe that a renovation project will be sufficient to continue providing adequate library service to the Needles area.

#### PROJECT SIZE

If population projections prove accurate, the renovated facility will have a square footage per capita of 0.48 by the year 2021.

# PROGRAMMATIC RECOMMENDATIONS

To maintain adequate library service into the year 2021, the consultants recommend that the renovated facility include the following:

- A collection size of 25,900 items, including over 6,600 items for young people and 116 current periodical subscriptions;
- A total of 50 reader spaces, including 12 machine stations (10 for adults, 2 for children) and 2 "read aloud" stations in the children's area;
- A conference room with seating for 6; and
- A full-time equivalent (FTE) staff of 4.135, including part-time maintenance personnel and bookmobile driver, plus 1.0 FTE volunteer staff.
- The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for renovation awarded in the last quarter of FY 2009 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Needles Library is \$378,259. The project cost per SF is \$67.55.

This is a Tier Three project with an estimated completion date of 2010.

# **SUPPORTING INFORMATION**

Proje	ected Sy Planning	pace Requirements g Guidelines	Poyulation	Building Served	SAN BERN 4,830	ARDINO CI 6.200	CUNTY LIB 7.500	RARY - Nec 10,000	edles Library 11.646						12-Oct-01
- F. C. V.		personnel/space	yer	лукиле	existing		projected			easting	1	projected			
			code	fret	2001	2000	2011	2016	2027	2007	2006	2011	2016	2021	anter .
				ILATTON	25,099 number of	43,400	53,250	73,000	87,345	net square	tantan	7.11.55			Increase from 7.2 per capita to 7.5 by 2021.
pen	YORKY	LIMBY ASSOCIATE	SPUTU	64	100	LUU	1.00	100	1.00	b4	Od.	64	. 54	64	
1		Library Assistant I	SPO-E	36	0.00	0.00	0.50	0.50	0.50	0	0	19	18	18	
5		Boalmobile Driver	SPO-E	36	1.00	1.00	1.00	1.00	1.00	36	36	36	36	36	
5		PSE Brokmohile	SPO-F	24	0.30	0.30	0.30	0.30	0.30	7	7	7	7	7	
7		PSE Adult	SPO-F	24	0.30	0.30	0.30	0.30	0.30	7	7	7	7	7	
9		PSE Page	SPO-F	24	0.B125	0.8125	0.8125	0.B125	0.8125	20	20	20	20	20	
9			L FTE PER		3.4125	3.41	3.91	3.91	3.91			7700			
10		PSE Meintenance	SPO-D	48	0.225	0.225	0.225	0.225	0.225	11	- 11	- 11	- 11	- 11	
11	-	Voluntrer	SPO-F	24	1.00	1.00	1.00	1.00	1.00	24 169	24	24 197	187	24	
12				mily annual list	number of	nelone	NURTUIA	LIGHMAN	FOOTAGE	109	LC94	183	187	181	
		Reference	SHLV-R	0.12		200	2.00	200	200		24		104		
15		Popular display	SHLV-B	0.20	200	200	200	200	200	0	24	24 40	24	24 20	
16		Adult firston	SHLV-A	0.08	D D	8,000	8.250	8,600	9,000	0	640	660	688	720	
7		Adult non-firtion	SHLV-A	0.10	0	7,000	7,150	7,300	7.500	0	700	715	730	750	
B		Youth Early/Picture	SHLV-YE			2,000	2,000	2,250	2,250	0	100	100	113	113	
9		Youth Riction/Nets-Riction	SHLV-A	0.08	D	3,500	3,750	3,875	4,000	0	280	200	310	320	
0		Young Adult	SHLV-A	0.08	D	350	375	400	425	0	28	30	32	34	
1		Media	SHLV-M	0.04	D	1.000	1.100	1,200	1.100	0	40	44	48	52	
2		Tutal cullection	SHLV-R	0.12	24,496	. 0	.0	D	0	2,940	0	. 0	0	0	
3		Local history collection	SHLV-R	0.12	500	525	550	575	600	60			- 177		
14		Current periodicals	SHLV-P	1.00	65	62	75	100	116	65	62	75	100	116	
15		Backfile periodicals	SHLV-CR	0.10	585	186	225	300	349	59	19	23	30	35	
26				L ITEMS	25,846	23,023	23,875	25,000	25.941	70		530	1000	100	
27			TEMS PER	CAPITA:	5.35	3.71	3.18	2,50	2.23						Collection from 5.35 to 2.23 items per capita by
28							SUBTOTA	LSQUARE	FOOTAGE	3,163	1,933	2,011	2,115	2,204	
29			W	BIT AFER A	sumber of	seets				not square	footage				
10 N	esting	Adult four-place	SEAT-AR	25	16	12	12	12	12	400	300	300	300	300	
11		Adult one-place	SEAT-AR	35	- 2	2	2	- 2	2	180	70	70	70	70	Lucated in Local History Room
12		Adah Isrange	SEAT-AL	30	7	- 4	4	4	4	210	120	120	120	120	
3		Adult machine	SEAT-AT	36	1.0	10	10	10	10	360	360	360	360	350	Three are microfarm reader/printers in Local Hi
4		Adult index table	SEAT-AS	20	. 4	.0	.0	D	- 0	90	0	.0	0	0	
15		Adult beack	SEAT-AB	5	D	2	2	- 2	2	0	10	10	10	10	
6		Children's frunglace	SEAT-CR	25	24	16	16	16	16	500	400	400	400	400	
37		Children's lounge [Peed Aloud)		30	0	- 2	2	- 2	20	- 0	60	60	60	60	
18		Children's machine	SEAT-CR	36		2	2	2	2	0	72	72	72	72	
19			AL READE		63	50	50	50	50						
40			FITEMSA		400	480	478	500	519						
41		Multi-Purpase Meeting room Conference room	SEAT-S	12 25	0.0	0	0	0.0	0	0	0	0	0	0	
42		Youth Program mom	SEAT-CF	12	0	0	0	D	0	0	0	0	0	0	
14		Thining room	SEAT-AT	36	D	.0	0	0	0	0	0		0	0	
45		Training to the	SERI PIL	70					FOOTAGE	1.830	L392	1,392	1.392	L392	
16				SIT AFFE X	sumber of	nnits	DOWN COM	e upome		not square		Long	1,174	Love	
	nenari	Service desk station	SVDSK-A		2	1	1	- 1	18	160	80	80	80	80	
		Self-theck station	SELF-CK	40	0	0	0	D	0	0	0	0	0	0	
19	4	CPAC statism	SPO-G	24	1	1	1	- 1	1	24	24	24	24	24	
0		Printer station	SPO-H	16	0	1	1	1	1	0	16	16	16	16	
11		Display/gallery	CASE-X	30	2	2	2	2	2	60	60	60	60	60	
52		Literature rack	LIT-R	15		2	2	2	2	45	30	30	30	30	
13		Map care	GASE-M	40	1	1	. 1	- 1	t	40	40	40	40	40	Local History Room.
4		Pamphlet file	FILE-L	20		4	3	2	0	120	90	60	40	0	
55		Atlantase	CASE-A	25	1	0	0	. 0	0	25	0	0	0	0	
6		Workersom shelving	SHLV-X	9	- 2	- 4	4	4	- 4	18	36	36	36	36	
7		Suff wirksble	WKTBL-A	75	1	1	1	1	1	75	75	75	75	75	
8		Work counter	CNTR-A	90	1	t	1	1	1	90	.90	90	90	90	
59		Booktrock parking	BKTRK-A		4	4		4	4	32	32	32	32	32	
0		Phata copies	COPY-B	4B	1	1	1	1	- 1	48	4B	48	46	4B	
51		Sulf livings	STFFLO	80	0	1	- 1	- 1	-1	.0	80	80	B)	80	
52		Supply cubines	SPLY-C	36	4	- 1	1	- 1	1	144	36	36	36	36	
13		Storage morn	STOR-S	100		t		1	1	0	100	100	100	100	
4		Maintenance rosm	MAINT-R		- 0	0	0	D	0	0	0		0	. 0	
5		Entrance labby	ENT-LOB		1	- 1	1	1	1	90	90	90	90	90	
6		Library cuffee cart	LIB-CC	36	0	- 1	1	1	L	0	36	36	36	36	
7		Lording deck	LOAD-D	410	0	0	O CHARGOTA	0 000000	DOOTH OF	0	0.0	0	0 000	060	
8				- 8					FOOTAGE	961	948	923	903	963	
19		Attorney Commences Pilitary	on Freter	o as		TEXTAL			UARE FEET		4,436	4,512	4,596 5,407	4,646 5,455	Partmone and of Chayermakin Descri
11		Average Component Efficier Existing Building Efficier				TOTAL			UARE FEET UARE FEET	7.203 B.004	5.219	5,308	5,007	6.073	Restroom: part of Unavsignable Space.
12		everal panning emons	vitterm.	4.50		la.			ni "in-the-az"	494	441	457	477	494	
13									UARE FEET		5,358	5,442	5,532	5,579	Per capita SF 0.48 in 2021.
4				- 8					UARE FEET		5,600	5,600	5,600	5,600	Per capita SF now 1.16
5				1 9		CALLOTTE	DOWNING		ver (under)	-1.910	242	150	68	21	1 of celture or, the 1/10
6									NG SPACES	15	30	30	30	30	
17									UIDELINES		18	18	18	19	One space for every 200 SF of building
0.0									ver (under)	(4)	12	12	12	II	- Francisco de la compa
IB .										1.7					
9							OFFIC	E/WORKED	DOM SPACE	566	476	494	494	494	

NEEDLES LIBRARY		vation of Existing	g Library Building		16-Oct-01	
Preliminary Estimate of Probable Cost					10:46 AM	
prepared by PROVIDENCE	Associates In	С				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	0	\$8.50	\$0			
Renovation	5,600	\$25.00	\$140,000	Assumes bid in last qu	uarter of FY2009.	
Contingency	5,600	\$14.83	\$83,048			
		SUBTOTAL	\$223,048	Construction \$/sf:	\$39.83	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	5,600	\$3.00	\$16,800	Assumes bid in FY20	09.	
Moveable Furnishings & Equipment	5,600	\$3.00	\$16,800	Assumes bid in FY20	09, includes IT.	
		SUBTOTAL	\$33,600			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$30,798	% of Consturction + N	Move-In Costs.	
		SUBTOTAL	\$30,798			
TOTAL BUIL	DING ESTIN	MATED COST	\$287,446	Total Project \$/sf:	\$51.33	
	GR	RAND TOTAL	\$287,446	Total Project \$/sf:	\$51.33	
Escalation		percentage of	total			
		grand total	cost			
2003		4%	\$298,944	Project \$/sf:	\$53.38	
2004		4%	\$310,901	Project \$/sf:	\$55.52	
2005		4%	\$323,337	Project \$/sf:	\$57.74	
2006		4%	\$336,271	Project \$/sf:	\$60.05	
2007		4%	\$349,722	Project \$/sf:	\$62.45	
2008		4%	\$363,711	Project \$/sf:	\$64.95	
2009		4%	\$378,259	Project \$/sf:	\$67.55	
2010		4%	\$393,389	Project \$/sf:	\$70.25	



Needles Branch Library

Needles Branch Library
Reader lounge chairs facing public
typewriter, PC's crowded on various
size/height tables.





**Needles Branch Library** Circulation Desk



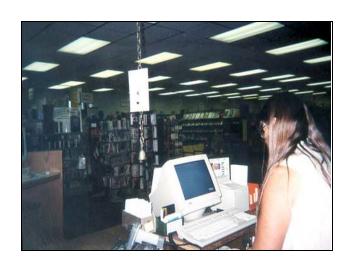
Needles Branch Library Work/break room

Needles Branch Library Lighting



**Needles Branch Library**Buckled sidewalks

Needles Branch Library Inadequate line of sight from service desk



# TRONA BRANCH SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

A 2,250 SF building currently serves an estimated population of 3,600<sup>1</sup>. The County-owned facility, which was built in 1971, is located about 100 or more miles from any of the other branches in the County Library system.

A Facility Assessment revealed the following problems: no diaper-changing tables in rest rooms, low water pressure in one public restroom, poor lighting in eastern corner of bookstack area, temperature fluctuations in summer, tiles missing from exterior roof overhang, occasional problems with main entrance locking mechanism, stained ceiling tiles, and inadequate furniture for patrons and PC access.

The Library has a collection of 18,969 items, including periodicals, for an average of 5.27 per capita. There are 28 reader spaces. Circulation is about 2.16 per capita.

By the year 2021 the Trona service area population is estimated to be 4,444, an increase of 23.4 percent over a 20-year period. The consultants believe that expanding the current facility will be sufficient to accommodate this growth.

#### PROJECT SIZE

Assuming a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 5,446 SF, requiring a total of 29 public and staff parking spaces. If population projections prove accurate, the square footage per capita will increase from the present 0.63 to 1.23 by the year 2021.

# PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Trona area with adequate library service through the year 2021, the consultants recommend that the expanded facility include the following:

- A collection size of 15,700 items, including 44 current periodical subscriptions;
- A total of 31 reader spaces, including six machine stations (4 for adults, 2 for children);
- A 20 seat multi-purpose meeting room; and
- A full-time equivalent (FTE) staff of 2.925, including .425 FTE maintenance personnel, plus 1.0 FTE volunteer.

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2009 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Trona Library is \$1,230,511. The project cost per SF is \$225.95.

This is a Tier Three project with an estimated completion date of 2010.

# **SUPPORTING INFORMATION**

imetonal rimpopest gersonnel	PSE Maintenance Volunteer	SPO-LI SPO-E SPO-D SPO-F ATE PER PO-F SPO-F	square feet ILATION UT area # 48 36 48 24	1.00 0.60 0.00 0.50 2.10 0.425	2711 12 (22) 1 personner 1.00 1.00 0.0000 0.50 2.5000	1.00 1.00 0.0000 0.50	. 2001 • <b>BeT squer</b> t 48 22	48	2021 48	<i>notes</i> From 2.16 to 40 per capita by 2021.
umponent personaet ollections	deagandon  Library Associate  Library Associate  Library Assistant I  Literary Specialist  PSE Page  TOTAL  PSE Maintenance  Volunteer  Reference  Popular display  Aduk non-fiction	SPO-LI SPO-E SPO-D SPO-F LFTE FER SPO-F SPO-F SPO-F SPO-F SPO-F SPO-F	feet  ILATION III AREA X AB 36 AB 24 SOMNEL 100 24	2002 2,786 2000 607 60 1.00 0.60 0.00 0.50 2.10 0.425 1.00	2711 12.007 1.00 1.00 0.0000 0.50 2.5000	17,776 1.00 1.00 0.0000 0.50	. 2001 • <b>BeT squer</b> t 48 22	2011 e Iootage 48		3 <del></del>
gersagaet allections	Library Associate Library Assistant I Library Specialist PSE Page  707A1 PSE Maintenance Volunteer  Reference Popular display Aduk fiction Aduk non-fiction	SPO-LI SPO-E SPO-E SPO-F LFTE PER PO-F SPO-F SPO-F	######################################	7,786 844967 6 1.00 0.60 0.00 0.50 2.10 0.425	12.000 1.00 1.00 0.0000 0.50 2.5000	17,776 1.00 1.00 0.0000 0.50	<b>net squer</b> 48 22	e Iootage 48		3 <del></del>
allections	Library Assistant I Literacy Specialist PSE Page  TOTAL PSE Maintenance Volunteer  Reference Popular display Aduk fiction Aduk non-fiction	SPO-U SPO-E SPO-D SPO-F LATE PER PO-F SPO-F	48 36 48 24 SOMVEL: 100 24	0.60 0.60 0.50 0.50 0.425 1.00	1.00 1.00 0.0000 0.50 2.5000	1.00 1.00 0.0000 0.50	48 22	48	48	From 2.16 to 4.0 per capita by 2021.
allections	Library Assistant I Literacy Specialist PSE Page  TOTAL PSE Maintenance Volunteer  Reference Popular display Aduk fiction Aduk non-fiction	SPO-E SPO-E SPO-D SPO-F ATE PER PO-F SPO-F	48 36 48 24 SONNEL 100 24	1.00 0.60 0.00 0.50 2.10 0.425	1.00 1.00 0.0000 0.50 2.5000	1.00 1.00 0.0000 0.50	48 22	48	48	§
allections	Literacy Specialist PSE Page 707A1 PSE Maintenance Volunteer Reference Popular display Aduk fiction Aduk non-fiction	SPO-D SPO-F ATE PER PO-F SPO-F	48 24 SONNEZ 100 24	0.00 0.50 2.10 0.425 1.00	0.0000 0.50 2.5000	0.0000 0.50				60
allections	Literacy Specialist PSE Page 707A1 PSE Maintenance Volunteer Reference Popular display Aduk fiction Aduk non-fiction	SPO-D SPO-F ATE PER PO-F SPO-F	48 24 SONNEZ 100 24	0.00 0.50 2.10 0.425 1.00	0.0000 0.50 2.5000	0.0000 0.50		36	36	
allections	PSE Page  707A1  PSE Maintenance  Volunteer  Reference  Popular display  Aduk fiction  Aduk non-fiction	SPO-F LATE PER PO-F SPO-F SHLV-R	24 SONNEL: 100 24	0.50 2.10 0.425 1.00	0.50 2.5000	0.50	0		0	
allections	PSE Maintenance Volunteer  Reference Popular display Aduk fiction Aduk non-fiction	PO-F SPO-F SHLV-R	SONNEL 100 24	2.10 0.425 1.00	2,5000			12	12	
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ollections	Volunteer  Reference Popular display Aduk fiction Aduk non-fiction	SPO-F au SHLV-R	24	1.00		0.425	43	43	43	
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	Media	SHLV-M	0.04	0	600	700	0	24	28	de la companya de la
	Total collection	SHLV-R	0.12	18.609	0	0	2.233	0	0	
	Current periodicals	SHLV-P	1.00	65	40	44	65	40	44	One subscription for every 100 persons.
	Backfile periodicals	SHLV-CR	0.10	195		L33	20		13	Hardcopy backfile retention for one year.
		the second second second second	L ITEMS	18.969		14178			- 2	}
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	Adult lounge	SEAT-AL	30 8			2			50	
			- 20							
	and the contract of the contra		- 20							
	Children's machine		500	0		2				
	Tutoring room			0	1	1	. 0	48	48	
	TOTA	AL READE	R.5E473	2B	31	31		-		<u> </u>
	RATIO O	FITEMS F	ER SEAT	677	405	457			- 8	
	Multi-Purpose Meeting room	SEAT-S	12	0	20	20	0	240	240	į.
			- 8	SUBTOTA	AL SQUARE.	FOOTAGE:	732	1,124	1,124	40
		7/1	it area x	number e	f units	22	net square	e footage		
support	Service desk station	SVDSK-A	808	2	1	18	160	80	80	į.
		SPO-G	24	2	1	188	48	24	24	and the second s
	Printer station	SPO-H	16						16	AMOS
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			- 53			- 500	X			8 -
	Supply cabinet	SPLY-C	36						36	
	Storage cabinet	STOR-C	48						48	<u></u>
	Maintenance room	MAINT-R	64	0	-				64	Wood of the Control o
	Entrance lobby	ENT-LOB	54	1	1	18	54	54	54	and the second s
	Library cuffee cart	LIB-OC	36			1	0	36	36	vo. 50
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									3,310	£
			10						279	
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P			9							4
I										One space per every 200 SF of building.
	gens	Aduk machine Children's four-place Children's lounge (Read Aloud) Children's machine Tutoring soon  **TOTAL RATIO O Multi-Purpose Meeting room  **Support** Service desk statum **spaces** OPAC station Display case Literature rack Pamphlet file Dictionary stand Clobe Workroom shelving Staff worklable Work counter Booktruck parking Photocopier Staff lounge	Aduk mathins SEAT-AT Children's four-place SEAT-CR Children's machine SEAT-CR Tutoring from SEAT-CR Tutoring from SEAT-CR Tutoring from SEAT-CR TUTORING from SEAT-CR AATIO OF SEAT-CR AATIO OF SEAT-CR AATIO OF SEAT-CR SEAT-CR AATIO OF SEAT-CR AATIO OF SEAT-CR AATIO OF SEAT-CR SEAT-CR AATIO OF SEAT-CR SEAT-CR AATIO OF SEAT-CR AATIO OF SEAT-CR AATIO OF SEAT-CR AATIO OF SEAT-CR ASE-CR Liberature sack LIT'-R Pamphlet file FILE-L Dictionary stand DICT-S Clobe GLOB-X Workroom shelving SHLV-CR Staff worklable WKTBL-A Work counter CNTR-CR Boolstruck parking BKTR-CR Aboolstruck parking BKTR-CR Photocopier COPY-B Staff locker STFF-LC Staff locker STFF-LC Staff locker STFF-LC Maintenance room MAINT-R Entrance lobby ENT-LOB Library cuffee cant LIB-CC  Average Component Efficiency Factor - Existing Building Efficiency Factor -	Aduk marhins   SEAT-AT   36   Children's four-place   SEAT-CR   25   Children's lounge (Read Aloud)   SEAT-CR   30   Children's machine   SEAT-CR   36   Tutoning soom   SEAT-AR   48    ***********************************	Aduk machine	Adult machine	Aduk mathins	Adult machine	Aduk marhims	Aduk markins

TRONA LIBRARY	Renovated/I	Expanded 20-Y	ear Library Building		16-Oct-01	
Preliminary Estimate of Probable Cost	ts				10:47 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	4,000	\$8.50	\$34,000			
Construction (new)	3,196	\$148.30	\$473,967	Assumes bid in last	quarter of FY2	2009.
Construction (renovation)	2,250	\$25.00	\$56,250			
Contingency	3,196	\$14.83	\$47,397			
		SUBTOTAL	\$611,613	Construction \$/sf:	\$112.31	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	5,446	\$11.00	\$59,906	Assumes bid in FY2		
Moveable Furnishings & Equipment	5,446	\$30.00	\$163,380	Assumes bid in FY2	010, includes	IT.
		SUBTOTAL	\$223,286			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$100,188	% of Consturction +	Move-In Cost	ts.
		SUBTOTAL	\$100,188			
TOTAL BUII	LDING ESTIN	MATED COST	\$935,087	Total Project \$/sf:	\$171.70	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	0	\$0.50	\$0			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$0			
	GR	AND TOTAL	\$935,087	Total Project \$/sf:	\$171.70	
Escalation		percentage of	total			
		grand total	cost			
2003		4%	\$972,491	Project \$/sf:	\$178.57	
2004		4%	\$1,011,391	Project \$/sf:	\$185.71	
2005		4%	\$1,051,846	Project \$/sf:	\$193.14	
2006		4%	\$1,093,920	Project \$/sf:	\$200.87	
2007		4%	\$1,137,677	Project \$/sf:	\$208.90	
2008		4%	\$1,183,184	Project \$/sf:	\$217.26	
2009		4%	\$1,230,511	Project \$/sf:	\$225.95	
2010		4%	\$1,279,732	Project \$/sf:	\$234.99	



Trona Branch Library

Trona Branch Library Roof damage





Trona Branch Library
Crowded bookstacks

# WRIGHTWOOD BRANCH SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

A 1,600 SF leased building currently serves an estimated population of 3,837¹. (The San Bernardino County Land Use Services Department utilizes a population figure of 4,081 for this service area.) Library service began in 1985, but the date the facility was built is unknown. The closest library to Wrightwood is Adelanto, located approximately 24 miles away.

A Facility Assessment revealed the following problems: with space at a premium, restrooms are occasionally used for storage; there is no air conditioning; and the furniture is dated.

The Library has a collection of 16,422 items, including periodicals, for an average of 4.28 per capita. There are 10 reader spaces, but no meeting room. Circulation averages about 5.75 per capita.

By the year 2021 the Wrightwood service area population is estimated to be 5,162, an increase of 34.5 percent over a 20-year period. The consultants believe that renovation and expansion of the existing facility will be sufficient to accommodate this growth.

# **PROJECT SIZE**

Assuming a net-to-gross efficiency factor of 75 percent, the consultants propose a facility expansion to 2,576 SF, which would require 13 public and staff parking spaces. If population projections prove accurate, the square footage per capita will increase from the present 0.42 to 0.50 by the year 2021.

## PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Wrightwood area with adequate library service through 2021, the consultants recommend that the expanded facility include the following:

- A collection size of 11,350 items, including more than 2,000 items for young people and 26 current periodical subscriptions;
- A total of 20 reader spaces, including 4 machine stations (2 for adults, 2 for children), and 2 "read aloud" stations in children's services;
- A 20 seat multi-purpose meeting room; and
- A full-time equivalent (FTE) staff of two, plus one FTE volunteer.

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in the last quarter of FY 2009 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Wrightwood Library is \$672,811. The project cost per SF is \$261.18.

This is a Tier Three project with an completion date of 2010.

# **SUPPORTING INFORMATION**

		pace Requirements g Guidelines	Population		SAN BERN 3.837	IARDINO CO 4.451	DUNTY LIBI 5.162	ARY - Wrig	htwood Libra		22-Oct-01
ne.	functional	personnel/ipace	space	square	extiviting	projected	- 3	existing	projected	- 2	8
0.	сопировеня	designation	code	feet	2001	2021	2021	2001	2011	2021	untes
1				LATION:	22.051	27.829	36.234				From 5.75 to 7.0 by 2021.
6	are succession					personner	100	net square			
3	personnei	Library Associate	SPU-D	48	1.00	-	1.00	48	115557	48	
4		PSE Adult	SPO-F	24		0.5000	0.50	6		12	
5		PSE Page	SPO-F	24:::	-	0.3625	0.50	9	9	12	*
б		707A	L FTE PER	SONNEL	1.625	1.86	2.00				
7		PSE Maintenance	PO-F	100	0.00	8,00	0.00	- 0	0	0:	
В		Volunteet	SPO-F	24	1.00	1.00	100	24	24	24	**
9				8000	SUBTOTA	AL SQUARE	POOTAGE	87	93	96	
10			u	uit area 🗶	number of	f volumes	- 1				
11 .	collections	Reference	SHLV-R	0.12	0	50	50	0	6	6	
12		Popular display	SHLV-B	0.20	100	100	100	20	20	20	
13		Adult fiction	SHLV-A	0.08	0	4,000	4,000	0	320	320	
14		Adult non-fiction	SHLV-A	0.10	0	77.00	4.000	0		400	
15		Youth Easy/Picture	SHLV-YE		0	600	600	0	- 30	301	*
16		Youth Fiction/Non-Fiction	SHLV-A	0.08	0		1.200	0		96	
17		Young Adult	SHLV-A	0.08	0		300	0		24	A:
LB.		Media	SHLV-M	0.04	0		1.000	,		40	**:
19		Total collection	SHLV-R	0.12	16.192	0	0	1.942		0	
20		Ourrent periodicals	SHLV-P	1.00	20.102		26	20	10000	- 3	One subscription for every 200 persons.
21		Backfile periodicals	SHLV-CR	0.10			77	12			Hardcopy backfile retention for one yea
22		roughte hemonical)	100000	L /7EMS	16.422		11.353	14	1	.03	». В так пеому оденува тексинов пот опе Лея
23			TEMS PER		4.28		2.20			- 1	*
24			VENIO FEN	CAPITA!		L SQUARE	200	1.994	965	970	
				ut eree x			3000		300000		00
25		777 F 77	Annual Control	3000			- 300				
26	seating	Adult four-place	SEAT-AR	25	- 4		8		7776	200	
27		Adult lounge	SEAT-AL	30			200			60	
28		Adult mathine	SEAT-AT	36	1		2			72	
29		Adult index table	SEAT-AS	20	1	. 0	0	20	0	0	
30		Children's four-place	SEAT-CR	25 🗮	- 4	4	4	100	100	100	#
31		Children's lounge (Read Aloud)	SEAT-CL	30	0	2	2	- 0	60	60	
32		Children's mathine	SEAT-CR	36;;;	. 0	2	2;;;	- 0	72	725	
33		707.	AL READS	R SEATS	10	20	20				
34		RATIO	FITEMS P		1642	567	568			- 3	
35		Multi-Purpose Meeting room	SEAT-S	12	0	20	2000	. 0	240	240	**
36				200	SUBTOTA	AL SQUARE	POOTAGE	256	904	804	
37			u	ut area x	number of	f units	860	net square	e footage	35	
38	support	Service deak station	SVDSK-A	80	1	1	1	80	80	80	
39		OPAC station	SPO-G	24	2		1		24	24	
10	,	Printer station	SPO-H	16	0		1			16	Ak .
11		Display/gallery	CASE-X	30		1 71	1		37	30	90.49
12		Literature rack	LIT-R	15	0	- 3	1		12	15	
43		Workroom shelving	SHLV-X	9	0		2			18	
14		Booktruck parking	BKTRK-A	5000	4		2		1	16	
15		File cabinet	FILE-OL	20	3	-	0	60	- 70	0	000
45		Photocopier	COPY-B	48	1		0.5	48		24	
		The state of the s		80	0						W-1
47		Staff lounge	STFF-LO	2.5			1::	0	80	80	
40		Staff locker	STFF-LK	1000	0	-	100				W -
19		Supply cubinet	SPLY-C	36	0		1			36	W
50		Entrance lobby	ENT-LOB	2000	0		0.4	0		90	
51		Loading dock	LOAD-D	400	0.10.20.2		0 DOOTH OF			0	
52				- 30		AL SQUARE		269		429	*
3				3000			UARE FEET			2.299	92 93
14				18			ns "in-the-uir"		1	560	
55				300	TO		UARE FEET			1.739	
56		Average Component Efficie					OTAL NASF			1,932	
57		Existing Building Efficie	ncy Factor =				UARE FEET			5	Restrooms part of Unassignable Space.
58		25.730 AV97 3		EXISTING	BUILDING		UARE FEET				Per capita SF now 0.42.
59						over	(under)	(611)	(537)	(546)	*
50		Expanded Building Efficienc	y Factor -	0.75					2,564		Per capia SF 0.50 by 2021.
				889		PARKI	NG SPACES	5	5	5	
61				300							
					8 8	PARKING G	UIDELINES	(3)	13 (8)	13	One space per every 200 SF of building

WRIGHTWOOD LIBRARY	Renovated/I	Expanded 20-Yea	r Library Buildir	ng	16-Oct-01	
Preliminary Estimate of Probable Cos	ts				10:50 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	4,000	\$8.50	\$34,000			
Construction (new)	976	\$148.30	\$144,741	Assumes bid in last of	uarter of FY2	009.
Construction (renovation)	1,600	\$25.00	\$40,000			
Contingency	976	\$14.83	\$14,474			
		SUBTOTAL	\$233,215	Construction \$/sf:	\$90.53	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	5,446	\$11.00	\$59,906	Assumes bid in FY20	009.	
Moveable Furnishings & Equipment	5,446	\$30.00	\$163,380	Assumes bid in FY20	010, includes 1	Т
		SUBTOTAL	\$223,286			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	cost         notes           \$34,000         \$144,741         Assumes bid in           \$40,000         \$14,474         \$233,215         Construction \$3           \$59,906         Assumes bid in         \$163,380         Assumes bid in           \$223,286         total         cost         \$54,780         % of Consturcti           \$54,780         % of Consturcti         \$54,780         \$511,281         Total Project \$3           \$511,281         Total Project \$3         \$0         \$0         \$0           \$531,732         Project \$3         \$553,002         Project \$3         \$575,122         Project \$3           \$598,126         Project \$3         \$622,051         Project \$3         \$646,934         Project \$3	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$54,780			
TOTAL BUI	LDING ESTIN	IATED COST	\$511,281	Total Project \$/sf:	\$198.48	
Relocation Costs	number	average	total			
	of units	unit cost	cost			
Moving to new building	0	\$0.50	\$0			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$0			
	GR	AND TOTAL	\$511,281	Total Project \$/sf:	\$198.48	
Escalation		percentage of				
2002		grand total		D 1 .6/4	φαη <i>ς</i> 4α	
2003		4%		Project \$/sf:	\$206.42	
2004		4%		Project \$/sf:	\$214.67	
2005		4%		0 0	\$223.26	
2006		4%	,	• •	\$232.19	
2007 2008		4% 4%		Project \$/sf:	\$241.48 \$251.14	
2009		4%	\$672,811			
2010		4%	\$672,811	Project \$/sf: Project \$/sf:	\$261.18 \$271.63	



# Wrightwood Branch Library

Wrightwood Branch Library
Reference section





Wrightwood Branch Library Staff work room/branch manager's "office"

# YUCAIPA BRANCH SAN BERNARDINO COUNTY LIBRARY

# **Planning Recommendations**

An 11,318 SF building currently serves a population of 41,207<sup>1</sup>. The County-owned facility opened in 1969 and was expanded in 1987. The library closest to Yucaipa is Mentone, located approximately 6 miles away. The Loma Linda Branch is 11 miles away.

A Facility Assessment revealed the following problems: no visible exterior signage; inadequate parking; sidewalk is buckling; restrooms are poorly ventilated, not ADA compliant and do not have diaper-changing tables; women's restroom occasionally floods; roof leaks over restrooms; overall air quality is only fair; the HVAC system requires frequent maintenance; poor lighting in meeting room and staff workroom; some light covers are missing; inadequate power outlets; soiled carpeting; damaged ceiling tiles; an inadequate telephone system; and no public telephone.

The Library has a collection of 70,829 items, including periodicals, for an average of 1.72 per capita. There are 77 reader spaces and a meeting room with seating for 85. Circulation averages about 4.5 per capita.

By the year 2021 the Yucaipa service area population is estimated to be 60,670, an increase of 47 percent over a 20-year period. Since the current building cannot be expanded without eliminating most of the already scarce parking, the consultants recommend that a new facility be built.

#### PROJECT SIZE

Assuming a single-level building with a net-to-gross efficiency factor of 75 percent, the consultants propose a building size of 24,787 SF, requiring 83 public and staff parking spaces. If population projections prove accurate, the square footage per capita will increase from the present 0.27 to 0.41 by the year 2021.

## PROGRAMMATIC RECOMMENDATIONS

To achieve the goal of providing the Yucaipa area with adequate library service through 2021, the consultants recommend that the new facility include the following:

A collection size of 91,200 items, including 10,000 items for young people and 202 current periodical subscriptions;

The State of California Department of Finance recently released City/County Population Estimates with Annual Percent Change for January 1, 2000 and 2001. Communities may want to use the 2001 estimates instead of the Census data for planning purposes (see the table in the appendices). In addition, communities may decide to utilize additional population based on their sphere of influence.

- A total of 130 reader spaces, including 18 machine stations (10 for adults, 8 for children), a 10-seat quiet room, 2 group-study rooms, and 2 tutoring/individual study rooms;
- Public meeting areas with seating for 163, including an 85-seat multi-purpose meeting room, conference rooms seating a total of 30, a children's services program room with seating for 40, a training room (computers and other types of training) seating 8; and
- A full-time equivalent (FTE) staff of 18, including a Literacy Specialist and 1.5 FTE maintenance personnel, plus 2 FTE volunteers.

Based upon data provided by the State of California for construction and guidelines for other items, and assuming a contract for construction awarded in FY 2009 with library furniture and information technology contracts awarded a year later, the estimated project cost for the Yucaipa Library is \$8,731,737. The project cost per SF is \$352.27. This includes an allowance for moving costs from the current building into the new facility.

This is a Tier Three project with an estimated completion date of 2010.

#### **SUPPORTING INFORMATION**

	per Plannin;	pace Requirements g Guidelines	Population	Building: Served:	41,207	50,000	60.670	0.00			22-Oct-01
	Annetion of	personnel/space	<i>эрисе</i>	.square		projected			prayected		
	companient	designation	sade	fast	185,373	2011	2021	2001	2011	2021	pate:
				LATION	aumber of	262.500 Personner	364020	net square	TOOLEGE		From 4.5 to 6.0 per capita by 2021.
	personnel	Librarian II	PO-D	T50	1.00		1,00%	150	150	190	
		Librarian I	SPO-D	48	2.00	2.00	2.00	96	96	96	
		Library Associate	SPO-D	48	0.00	2.00	2.00	0	96	96	
		Library Assistant [	SPO-E	36	1.575	3.00	4,00	57	108	144	
		Literacy Specialist	PO-F	100	0.875	1.00	1.00	88	100	100	
		PSE Adult	SPO-F	24	1.375	2.50	3,00	33	60	72	
		PSE Page	SPO-F	24	2.3375			56	72	84	
			L FTE PER		9.1625						
		PSE Maintenance	PO-F	100	0.00			0	150	150	
		Volunteer	SPO-F	24	1.00	2.00	2.00	24	48	-48	
				- 8	SUBTOTA	AZ SQUARB	FOOTAGE	503	990	940	
			an an	ut area	aumber o	f rolumes					
i	collections	Reference	SHLV-R	0.12	. 0	300	400	. 0	36	48	
i		Popular display	SHLV-B	0.20	300	500	500	60	100	100	
,		Adult fiction	SHLV-A	0.08	. 0	25,800	38,000	0	2,000	2,400	
		Adult non-fiction	SHLV-A	0.10	0	38,000	45,000	. 0	3.800	4.500	
		Youth Easy/Picture	SHLV-YE	0.05	0		3,000	0	125	150	
ï		Youth Fiction/Non-Fiction	SHLV-A	0.088		5.000	6,000	0	400	490	
		Young Adult	SHLV-A	0.08	. 0			0	64	80	
		Media	SHLV-M	0.04	0		4,500	- 0	160	180	
		Total collection	SHLV-R	0.12	70,049	- 0	0.8	8,406	0	0	
		Current periodicals	SHLV-P	1.00	120		202	120	167	202	
		Backfile penodicals	SHLV-CR	0.10	350		507	36	50	61	
			7074	L ITEMS:	70.829	76.767	91.209				
			TEMS PER	CAPITA:	1.72					- 9	
					SUBTOTA	AL SQUARE	FOOTAGE	8,622	6,902	8,201	
i			80	it area	number o	f seats		net square	footage	9	
	seating	Adult four-place	SEAT AR	25	28		32	700	800	800	
		Adult two-place	SEAT-AR	35	0			0	140	140	
		Adult one-place	SEAT-AR	35	0			0	140	140	
		Adult lounge	SEAT-AL	30	14		- 100	420	240	240	
		Adult machine	SEAT-AT	36	4			144	360	360	
		Adult bench	SEAT-AB	58	2			10	30	30	
ï		Children's four-place	SEAT-CR	25	16			400	600	600	
ï		Children's lounge (Read Aloud)	SEAT-CL	300	1	. 4	4.0	30	120	120	
ı		Children's machine	SEAT-CR	36	2	8	8	72	288	288	
i		Children's floor	SEAT-CF	58	0			40	40	40	
j		Quiet room	SEAT-AR	25 8	0			0	250	250	
t		Oroup study room	SEATAR	25 8		10	10 %	. 0	250	250	
ż		Tutoring room	SEAT-AR	48	2	2	2	96	96	96	
3			AL READS	R SEATS	77						
4			FITEMS P		920	591	702			- 9	
5		Multi-Purpose Meeting room	SEAT-S	128	85	85	85	1.020	1.020	1.020	
6		Conference 10 om	SEAT-C	25	0	30	30	. 0	750	750	
Ź		Youth Program room	SEAT-CF	128	0	40	40	.0	480	480	
ì		Training room	SEAT-AT	368	4		9	144	288	299	
)				- 8	SUBTOT	AL SQUARE	FOOTAGE:	3,076	5,892	5,892	
ì			an	it area	aumber o	f units		not square	footage		
	support	Service desk station	SVDSK-A	80	4	5	5	320	400	400	
í	spaces	Self-check station	SELF-CK	40	0	1	1	0	40	40	
i	-	OPAC station	SPO-G	24	2			48	48	48	
		Printer station	SPO-H	16	. 0			0	32	-32	
		Display case	CASE-X	30	2			60	60	60	
		Literature rack	LIT-R	15 8	5			75	60	60	
		Pamphlet file	FILE-L	20	7			140	0	0	
i		Microform cabinet	MICRO-C		1		7.00	20	0	0.8	
i		Dictionary stand	DICT-S	25	1		- 20	25	0	0	
i		Olobe	OLOB-X	25	0				25	25	
		Workroom shelving	SHLV-X	9	14			126	90	90	
		Steff worktable	WKTBL-A	1 20	2			192	192	192	
3		Work counter	CNTR-A	120	1			120	120	120	
í		Booktruck parking	BKTRK-A	8	11			88	80	80	
5		File cabinet	FILE-OL	20	4			B0	0	0	
		Photocopier	COPY-B	48	2			96	96	96	
,		Staff lounge	STFF-LO	400	1	0.3	0.3	400	120	120	
1		Steff lockers	STFF-LK	25	0		20	0	50	50	
ĺ		Supply room	SPLY-R	100	0		1	0	100	100	
i		Storage 10 om	STOR-R	120	0			0	120	120	
		Maintenance room	MAINT-R	150	0	1	1	0	150	150	
ì		Entrance lobby	ENT-LOB		0.055			22	400	400	
		Library store	LIB-STOR	- 200	0		- 300	0	150	150	
		Library coffee cart	LIB-OC	36	0			0	36	36	
		Losding dock	LOAD-D	200	0		1	0	200	200	
i				-			POOTAGE	1.812	2.569	2.569	
							UARE FEET		16,243	17,602	
í				3	ess allowance		ns "in-the-air"		1.516	1.800	
			1277				UARE FEET		14,727	15,802	
		Average Component Efficier	ncy Factor -	0.85			TOTAL NASE		17,325	18.590	
		Existing Building Efficier			BUILDING		UARE FEET		19,251	20,656	Restrooms part of Unassignable Space.
							UARE FEET		11.318	11.318	Per capita SF now 0.27.
							( under )		(7.933)	(9,330)	
				(6)		O'FE					
		New Building Efficien	ncy Factor	0.75		OFE		10,300	23,101		Per capita SF 0.41 by 2021.
		New Building Efficien	ncy Factor	0.75					23,101	24.787 35	Per capita SF 0.41 by 2021.
0 1 2 3 4 5 6		New Building Efficien	ncy Factor	0.75		PARK	ING SPACES	35		24.787	

YUCAIPA LIBRARY		New 20-Ye	ear Library Building		16-Oct-01	
Preliminary Estimate of Probable Cost					10:51 AM	
prepared by PROVIDENCE	Associates In	c				
Construction Costs	square	unit	total			
	feet	cost/sf	cost	notes		
Site Development	98,000	\$8.50	\$833,000			
Construction	24,787	\$148.30	\$3,675,912	Assumes bid in last of	uarter of FY2	007.
Contingency	24,787	\$14.83	\$367,591			
		SUBTOTAL	\$4,876,503	Construction \$/sf:	\$196.74	
Move-In Costs	number	average	total			
	of units	unit cost	cost			
Shelving & Built-In Equipment	24,787	\$11.00	\$272,657	Assumes bid in FY20	008.	
Moveable Furnishings & Equipment	24,787	\$30.00	\$743,610	Assumes bid in FY20	009, includes 1	Т.
		SUBTOTAL	\$1,016,267			
Project Costs		percentage of	total			
		construction	cost			
Design Fees		12%	\$707,132	% of Consturction +	Move-In Cost	S.
		SUBTOTAL	\$707,132			
TOTAL BUIL	DING ESTIN	MATED COST	\$6,599,903	Total Project \$/sf:	\$266.26	
Relocation Costs	number	average	total			
Accocuton Costs	of units	unit cost	cost			
Moving to new building	71,000	\$0.50	\$35,500			
New Materials	0	\$25.00	\$0			
		SUBTOTAL	\$35,500			
		502101112	<i>\$25,600</i>			
	GR	AND TOTAL	\$6,635,403	Total Project \$/sf:	\$267.70	
Escalation			total			
Escalation		percentage of grand total	total cost			
2003		4%	\$6,900,819	Project \$/sf:	\$278.40	
2004		4%	\$7,176,852	Project \$/sf:	\$289.54	
2005		4%	\$7,463,926	Project \$/sf:	\$301.12	
2006		4%	\$7,762,483	Project \$/sf:	\$313.17	
2007		4%	\$8,072,982	Project \$/sf:	\$325.69	
2008		4%	\$8,395,901	Project \$/sf:	\$338.72	
2009		4%	\$8,731,737	Project \$/sf:	\$352,27	
2010		4%	\$9,081,007	Project \$/sf:	\$366.36	



Yucaipa Branch Library

Yucaipa Branch Library Damaged exterior wall





Yucaipa Branch Library Crowded work area



Yucaipa Branch Library Staff break area in work room



Yucaipa Branch Library
Non ADA compliant restroom

# San Bernardino County Library Facility Master Plan

# ESTIMATED COSTS AND FUNDING

It is clear that the need to improve library services in San Bernardino County is great. The costs of addressing this need, both capital and operational, will be substantial. The consultants estimate that the total capital cost for this program will be \$182,485,100 and the total operational costs by the year 2021 will be \$26,102,869, based on current dollars. Naturally, these dollars will need to be adjusted for inflation.

#### **BASIS FOR CAPITAL COST ESTIMATES**

Cost estimates for the recommended San Bernardino County Library buildings have been developed with the following Building Design Guidelines in mind:

- New Sites Selected on Basis of Library Site Selection Criteria see appendices
- Single Level Buildings (unless size greater than 50,000 SF) staffing efficiencies
- Building Elements Sized on Basis of Library Space Planning Guidelines see appendices
- Buildings designed to meet current (at time of contract award) California seismic codes
- Sustainable Architecture "green" buildings
- Metal Roof (pitched) lasting quality
- Ceiling Mounted Fans energy savings
- Operable Windows energy savings
- Commercial Grade Carpet Tile maintenance and replacement
- Electronically Operated Toilets and Faucets in Rest Rooms water conservation and maintenance
- Daylighting energy conservation
- Xeriscape Landscaping energy conservation and maintenance
- Drip Sprinkler System water conservation
- Consistent Signage User friendly and attractive, illuminated exterior signage with messaging capabilities
- Painted Finishes Less costly and less maintenance
- Fire Suppression System (dry sandpipe) safety of people, materials, and building
- Drive-Up Library Materials Return (with Drive-In Pick-Up in certain areas) patron convenience, staffing efficiency
- Bookstack Arrangement:
  - ∠ 48" clear aisles throughout in public spaces
  - ≈ 72"H maximum for all adult collections

- Seating Arrangement:
  - Mix of seating types
  - ✓ No fabric on reader chairs maintenance and cleanliness

  - ∅ Office systems furniture for staff workstations
- - Self-check Stations in All Buildings 10,000 SF or larger staff

  - Photocopy Machines Networked to PCs

# **Projecting Capital Costs**

In developing the projected capital cost estimates the library planning consultants were directed to use "normal costs" as promulgated by the California State Library. For San Bernardino County, this resulted in a base cost per square foot for new construction of \$136.05, with a multiplier factor of 1.09, resulting in a total of \$148.30. A contingency factor not to exceed 10 percent of construction was also used (as allowed by the State Library). Lastly, the consultants used a site development figure of \$8.50 per square foot. Therefore, the combination of site development costs, construction costs, and contingencies were used to project the basic construction costs for each new building and all of the expansion space for those projects recommended for expansion and renovation.

To the basic construction amount we added a figure of \$11.00 per square foot for shelving and built-in equipment and \$30.00 per square foot for moveable furnishings and equipment, including information technology equipment. To the subtotal of construction and furnishings (what the consultants call "move-in costs") we added design fees ("project costs") of 12 percent.

Lastly, for all of the new buildings we added "relocation costs" for moving from the existing building to the new facility. And, in some instances, we also added dollars for new materials. Together, the "formula" is as follows:

- Construction Costs = Site development SF X \$8.50 + Construction SF X \$148.30 + Contingency (Construction SF) X \$14.83;
- Move-In Costs = Shelving & Building-in Equipment SF (same as Construction) X \$11.00 + Moveable Furnishings & Equipment SF (also same as Construction) X \$30.00;
- Project Costs = Construction Costs + Move-In Costs X 12 percent (Design Fees);
- Relocation Costs = Moving to new building (number of collection items to move X \$0.50 each) + (if applicable) New Materials (number of materials to acquire X \$25.00 each); and

Costs.

For renovation and expansion projects the same "formula" applies, with these changes:

- Add to Construction Costs Construction (renovation) and Construction (contingency);
- Do not include Moving to new building costs.

For those buildings recommended to be renovated, we included a renovation estimate based upon our experience, the age of the building to be renovated, and the facility assessment completed for each building.

All of the above was computed as if there would be a construction contract awarded during FY2002. On the assumption that this will not happen for any of the projects (Apple Valley now under construction), we added the four percent escalation factor to the fiscal year that we recommended. The four percent was compounded each year.

Table 7.1 is a summary of the estimated capital costs for each of the recommended projects based upon the projected completion date. The totals include the recommended renovation of the Administration building.

#### **Projecting Operational Costs**

The consultants' methodology for projecting operational costs was based primarily upon staffing costs. We first projected the staffing needs for each one of the branch libraries 10 and 20 years into the future (see the Spreadsheets in the appendices).

By way of explanation, using the Adelanto Library as an example, that library currently has a full-time equivalent staff (FTE) of 2.175 serving a population of 18,130 in a 2,280 SF building. Ten years hence, 2011, the population will be an estimated 25,000 and in another 10 years, 2021, the population served is estimated to be 34,473. Therefore, we believe it is unreasonable to assume that 2.175 FTE staff can provide anything close to effective service when the number of potential users is almost double the current figure.

We therefore reasoned, based upon our considerable experience in planning library facilities throughout California and the country, there would need to be a staffing increase. We projected the 20-year staffing needs as follows:

- Library Associate (who serves as "manager") would continue to be 1.0 FTE;
- ✓ One FTE Library Assistant 1 should be added by FY2011, and continue to FY 2021;
- The PSE Adult position, now 1.175, should be increased to 2.0 FTE by 2011, and remain so through FY 2021; and
- There should be 1.25 PSE page positions in order to shelve the increase in usage that we project.

We computed the PSE Page staff as follows:

- Take the projected circulation for FY2021 (137,892) and divide that figure by two which equals 69,946;
- The 69,946 represents those materials that are used "in-house," that is, left on tables and needing to be re-shelved just as those items that are checked-out and returned need to be re-shelved;
- Add the two numbers (137,892 + 69,946 = 206,838), this is the estimated total number of items that will need to be re-shelved by PSE Page staff over the course of a year;
- Divide 206,837 by 75, the number of items a PSE Page can shelve in an hour (including sorting and a quick shelf read after shelving), this is based again on our considerable experience;
- $\approx$  206,837 divided by 75 = 2,758, the number of PSE Page hours needed in a year to re-shelve the materials;
- Divided 2,758 by 2,080, the number of hours in a 40 hour work week over a full year, which = 1.33 FTE;
- Round down (in this case) to 1.25 for anticipated efficiencies.

For the PSE Maintenance staff, the general rule of thumb for building custodial/maintenance is that one full-time staffer can adequately maintain 20,000 SF of space per year. Given the projected SF of the Adelanto Library of 11,385, the PSE Maintenance staff recommended is 0.50 FTE.

We have also taken the position that all staff, including those in the Library Administration facility, work in support of the branch libraries. Therefore, their costs should be included in projecting future operational costs because there will be a need to increase the costs of administrative and support personnel and operations as the County Library adds more space, more buildings, and serves more people. Therefore, we computed the average FTE staff cost now based upon the recommended FY2002 operational budget.

In projecting future operational costs we took into account the need for a larger library materials budget to both address the much larger number of people to be served but also the continued rise in the cost of library materials. We also took into account the need for increased supplies, probable postage increases, additional utility costs (more space), and enhanced information technology, additional service hours and the recruitment and retention of professional and support staff.

We then projected for each of the recommended projects what we believe the first year operational budget will be. The total in Table 7.2 of \$ 20,094,171 is a total that includes the first year for each of the library buildings. Inasmuch as different libraries will be completed and opened at different times over the recommended 10 year building cycle, that specific total should not be viewed as being the recommended operational budget for any one year.

What is valid is the total of Table 7.3, the recommended operations for FY2021. That is for \$26,102,869 or 13.99 average per capita for the total County Library service area population.

# **Estimated Capital Costs for All Recommended Projects**

**Table 7.1** 

Tion One Business	Demoles's Tr	C:	Fating at 1	Fating at a d	Natas	1
Tier One Projects	Population To	Size	Estimated	Estimated	Notes	
	Be Served	Square Feet	Completion	Cost		
Library						
Adelanto	34,473	13,662	2003	\$ 3,906,264	New building.	
Apple Valley	90,341	40,438	2002/2004		Expand and mino renovation.	
Bloomington	31,552	11,894	2003	\$ 3,149,153	New building.	
Chino Hills	73,368	32,684	2005-2006	\$ 9,589,465	New building.	
Fontana	215,937	102,276	2004	\$ 27,924,612	New building.	
Hesperia	89,882	40,526	2005	\$ 11,509,140	New building.	
Highland	91,353	41,098	2005	\$ 12,160,250	New building.	
Running Springs	8,999	6,211	2004	\$ 1,732,113	New building.	
Victorville	150,303	67,259	2006	\$ 19,749,831	Renovate/expand or new bldg	
Total Tier One Projects	786,208	356,048		\$ 95,549,003		
Tier Two Projects						
Barstow	29,594	19,816	2008	\$ 6,224,870	New building w/College.	
Chino	77,180	34,533	2008	\$ 11,102,996	New building.	
Lake Arrowhead	23,783	9,667	2008	\$ 3,149,165	New building.	
Loma Linda	38,847	14,974	2008	\$ 3,944,706	Renovate and expand.	
Lucerne Valley	13,909	7,798	2007	\$ 1,623,095	Renovate and expand.	
Mentone	14,753	7,418	2006	\$ 2,238,530	New building.	
Northern Fontana/Rialto	14,000	8,479	2007	\$ 2,880,422	New building.	
Phelan/Pinon Hills	32,865	14,696	2007	\$ 4,846,726	New building.	
Rialto	98,234	43,971	2008	\$ 13,895,739	New building.	
Twentynine Palms	26,340	10,755	2007	\$ 3,367,097	New building.	
Yucca Valley	45,731	20,534	2008	\$ 4,219,336	Renovate and expand.	
Administration Building		18,196	2007	\$ 1,545,622	Renovate.	
Total Tier Two Projects	415,236	210,837		\$ 59,038,304		
Tier Three Projects						
Big Bear Lake	27,233	15,443	2010	\$ 3,648,207	Renovate and expand.	
Crestline	14,990	8,172	2010	\$ 2,871,490	New building.	
Grand Terrace	27,869	12,464	2009	\$ 4,205,350	New building.	
Joshua Tree	9,437	4,806	2010	\$ 1,706,993	New building.	
Kaiser	14,000	4,432	2010	\$ 1,569,418	New building.	
Montclair	47,117	15,945	2010	\$ 2,883,017	Renovate and expand.	
Needles	11,646	5,600	2010	\$ 378,259	Renovate.	
Trona	4,444	5,446	2010	\$ 1,230,511	Renovate and expand.	
Wrightwood	5,162	2,576	2010		Renovate and expand.	
Yucaipa	60,670	24,787	2010		New building.	1
		,	1	2, 2, 9		1
Total Tier Three Projects	222,568	99,671	1	\$ 27,897,793		
	_,	,	1	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
TOTAL ALL PROJECTS	1,424,012	666,556	1	\$ 182,485,100		
	, , 2	,		. 3=,1==,100		<del> </del>
Adustments for Kaiser &	<b>†</b>					<del> </del>
Northern Fontana/Rialto **	28,000					<del> </del>
						<del> </del>
Unincorporated Population	470,134		+			<del> </del>
S.m.ioorporatou i opulation	470,134		+			<del> </del>
TOTAL ALL PROJECTS	1,866,146	666,556	1	\$ 182,485,100	\$ 97.79 per capita.	<del> </del>
TOTAL ALL TROOLOTS	1,000,140	000,000	1	Ψ 102,403,100	\$ 97.79 per capita. \$ 273.77 per square foo	t average
* Combination of meeting, of	onference childre	n's and trainir	na rooms (for p	l Iblic only)	\$ 273.77 per square 100	. average.
** Kaiser and Northern Fonta				iono orny).		
raisei aliu ivoitnemi Fonta	ananiallo ificiude	a with city popt	aauon ngures.			ĺ

Table 7.2
Estimated Operational Costs for First Year of Operations for All Recommended Projects

CURRENT OPERATIONS		<u>                                     </u>					RECOMMEN	NDED OPERATIONS		
	Population	FY2002	Per Capita	Cost Per	Staff FTE	Staff FTE *	Opening Year	Based on	Opening Year	Population To
	Served	Budget *	Budget	FTE Staff **			New/Expanded	FY 2002	Budget **	Be Served
							Facility	Budget**		
							,			
County Total ***	1,058,637	11,491,049	\$ 10.85	\$ 74,626				\$ 74,626	\$ 19,779,995	1,286,794
··· , ···	,,	, . ,	,	, ,, ,				, , , , ,	, ,,,,,,,,	,,
Tier One Projects										
Library		FY2002								
		Budget ****								
Adelanto	18,130	236,938	\$ 13.07		3.175	4.500	2003		\$ 335,818	20,000
Apple Valley	54,239	756,521	\$ 13.95		10.1375	15.000	2006		\$ 1,119,390	55,000
Bloomington	19,318	167,909	\$ 8.69		2.25	5.000	2003		\$ 373,130	20,500
Chino Hills	66,787	730,402			9.7875	18.000	2005-2006		\$ 1,343,268	69,000
Fontana	128,929	844,207	\$ 6.55		11.3125	32.000	2004		\$ 2,388,032	135,000
Hesperia	62,582	555,964	\$ 8.88		7.45	12.000	2005		\$ 895,512	68,000
Highland	44,605	809,692	\$ 18.15	-	10.85	20.000	2005		\$ 1,492,520	55,000
Running Springs Victorville	6,026 64,029	111,118 611,933	\$ 18.44 \$ 9.56		1.489 8.2	2.500 17.500	2004 2006		\$ 186,565 \$ 1,305,955	6,561 75,000
VICTOLVIIIE	04,023	011,933	ψ 9.30		0.2	17.500	2000		φ 1,303,933	73,000
Total Tier One Projects	464,645	4,824,683	\$ 10.38						\$ 9,440,190	\$ 504,061
Tier Two Projects						-				
Barstow	21,119	497,196	\$ 23.54		6.66	6.300	2008		\$ 470,144	28,000
Chino	67,168	694,022	\$ 10.33		9.3	16.000	2008		\$ 1,194,016	75,000
Lake Arrowhead	12,802	386,190	\$ 30.17		5.18	5.750	2008		\$ 429,100	16,520
Loma Linda	18,681	333,019	\$ 17.83		4.46	9.000	2008		\$ 671,634	28,000
Lucerne Valley	8,916	241,602	\$ 27.10		3.2375	3.750	2007		\$ 279,848	13,909
Mentone	7,803	91,417	\$ 11.72		1.225	3.000	2006		\$ 223,878	9,000
Northern Fontana/Rialto					0.0	2.350	2005		\$ 175,371	11,000
Phelan/Pinon Hills					0.0	6.500	2007		\$ 485,069	26,000
Rialto	91,873	499,994	\$ 5.44		6.7	12.000	2008		\$ 895,512	92,500
Twentynine Palms	14,764	447,756			6.0	7.000	2007		\$ 522,382	17,000
Yucca Valley	16,885	469,211	\$ 27.79		6.29	11.750	2008		\$ 876,856	24,000
Total Tier Two Projects	260,011	3,660,405	\$ 14.08		49.05	83.400			\$ 6,223,808	340,929
Tier Three Projects										
Big Bear Lake	17,208	363,802	\$ 21.14		4.88	10.250	2010		\$ 764,917	21,648
Crestline	10,603	151,118	\$ 14.25		2.03	3.250	2010		\$ 242,535	12,607
Grand Terrace	11,626	226,676	\$ 19.50		3.04	5.000	2009		\$ 373,130	16,725
Joshua Tree	8,091		\$ 14.76		1.60	2.100	2010		\$ 156,715	8,738
Kaiser	5,000		\$ 37.57		2.5175	3.250	2010		\$ 242,535	10,000
Montclair	33,049		\$ 20.94		9.28	10.170	2010		\$ 758,946	40,500
Needles *****	4,830		\$ 56.20		3.6375	3.910	2010		\$ 291,788	7,500
Trona Wrightwood	3,600		\$ 52.34		2.525	3.575	2010		\$ 266,788	4,000
Wrightwood Yucaipa	3,837 41,207		\$ 31.60 \$ 16.59		1.63 9.16	1.860	2010 2010		\$ 138,804 \$ 1,194,016	4,500 50,000
	41,207	000,701	2 .0.00		5.15	10.000	2010		- 1,104,010	33,300
Total Tier Three Projects	139,051	3,005,935	\$ 21.62		40.2800	59.365			\$ 4,430,172	176,218
Balanced Served by County	194,930									177,655
TOTAL	1,058,637	11,491,023	\$ 10.85		89.330	142.765			\$ 20,094,171	1,198,863
* Recommended.						* First year i	I n new or expande	d/renovated facility	<u> </u> /.	
** Based on existing FTE staff.						**These dolla	ars will have to be	adjusted for inflati	on	
*** Less Kaiser (part of Fontana).										
**** FTE X Cost Per Position.		1								

Table 7.3 Estimated Operational Costs for FY 2021

CURRENT OPERATIONS						RECOMMEND	COMMENDED OPERATIONS AT FY2021			
	Population	FY2002	Per Capita	Cost Per	Staff FTE	Staff FTE	Opening Year	Based on	Cost Per	Population to
	Served	Budget *	Budget	FTE Staff **			New/Expanded	FY 2002	FTE Staff **	Be Served ***
							Facility	Budget*		
County Total	1,058,637	\$ 11,491,049	\$ 10.85	\$ 74,626				\$ 25,927,498	\$ 74,626	1,866,146
Tier One Projects										
Library		FY2002								
		Budget ***								
Adelanto	18,130	\$ 236,938	\$ 13.07		3.175	5.75	2003	\$ 429,100		34,473
Apple Valley	54,239	\$ 756,523	\$ 13.95		10.1375	23	2002	\$ 1,716,398		90,341
Bloomington	19,318	\$ 167,909	\$ 8.69		2.25	9.0	2003	\$ 671,634		31,552
Chino Hills	66,787	\$ 730,404	\$ 10.94		9.7875	23.5	2005-2006	\$ 1,753,711		73,368
Fontana	128,929	\$ 844,209	\$ 6.55		11.3125	40.0	2004	\$ 2,985,040		215,937
Hesperia	62,582	\$ 555,965	\$ 8.88		7.45	16.5	2005	\$ 1,231,329		89,882
Highland	44,605	\$ 809,694	\$ 18.15		10.85	25.25	2005	\$ 1,884,307		91,353
Running Springs	6,026	\$ 111,118	\$ 18.44		1.489	2.950	2004	\$ 220,147		8,999
Victorville	64,029	\$ 611,935	\$ 9.56		8.2	28.5	2006	\$ 2,126,841		150,303
VIOLOTVINO	04,020	Ψ 011,000	ψ 0.00		0.2	20.0	2000	Ψ 2,120,041		100,000
Total Tier One Projects	464,645	\$ 4,824,695	\$ 10.38		64.652	174.5		\$ 13.018.506		786,208
Total fiel one i rojecto	404,040	Ψ 4,024,000	ψ 10.00		04.002	174.0		Ψ 10,010,000		700,200
Tier Two Projects						-				
Tier Two Projects						-				
Barstow	21,119	\$ 497,197	\$ 23.54		6.66	6.4	2008	\$ 477,606		29,594
Chino	67,168	\$ 694,023	\$ 10.33		9.3	21.7		\$ 1,619,384		77,180
							2008			
Lake Arrowhead	12,802				5.18	7.20	2008	\$ 537,307		23,783
Loma Linda	18,681	\$ 333,019	\$ 17.83		4.46	12.25	2008	\$ 914,169		38,847
Lucerne Valley	8,916	\$ 241,602	\$ 27.10		3.2375	5.0	2007	\$ 373,130		13,909
Mentone	7,803	\$ 91,417	\$ 11.72		1.225	3.65	2006	\$ 272,385		14,753
Northern Fontana/Rialto	-	\$ -	\$ -		0.0	3.0	2005	\$ 223,878		14,000
Phelan/Pinon Hills	-	\$ -	\$ -		0.0	8.5	2007	\$ 634,321		32,865
Rialto	91,873	\$ 499,995	\$ 5.44		6.7	17.5	2008	\$ 1,305,955		98,234
Twentynine Palms	14,764	\$ 447,757	\$ 30.33		6.0	8.6	2007	\$ 641,784		26,340
Yucca Valley	16,885	\$ 469,212	\$ 27.79		6.29	15.5	2008	\$ 1,156,703		45,731
Total Tier Two Projects	260,011	\$ 3,660,412	\$ 14.08		49.05	109.30		\$ 8,156,622		415,236
Tier Three Projects										
Big Bear Lake	17,208	\$ 363,803	\$ 21.14		4.88	11.75	2010	\$ 876,856		27,233
Crestline	10,603	\$ 151,118	\$ 14.25		2.03	3.8	2010	\$ 283,579		14,990
Grand Terrace	11,626	\$ 226,677			3.04	5.50	2009	\$ 410,443		27,869
Joshua Tree	8,091	\$ 119,402	\$ 14.76		1.60	2.1	2010	\$ 156,715		9,437
Kaiser	5,000	\$ 187,871	\$ 37.57		2.5175	3.25	2010	\$ 242,535		14,000
Montclair	33,049	\$ 692,158	\$ 20.94		9.28	11.91	2010	\$ 888,796		47,117
Needles ****	4,830	\$ 271,453	\$ 56.20		3.6375	4.135	2010	\$ 308,579		11,646
Trona	3,600	\$ 188,431	\$ 52.34		2.525	3.588	2010	\$ 267,721		4,444
Wrightwood	3,837	\$ 121,268	\$ 31.60		1.63	2.0	2010	\$ 149,252		5,162
Yucaipa	41,207	\$ 683,762			9.16	18.0	2010	\$ 1,343,268		60,670
•	*									
Total Tier Three Projects	139,051	\$ 3,005,942	\$ 21.62		40.2800	66.0325		\$ 4,927,741		222,568
Balance served by County	194,930	,,	52					. ,.=.,		442,134
TOTAL	1,058,637	11,491,049	\$ 10.85		153.982	349.783		\$ 26,102,869		1,866,146
	.,000,007	, ,	¥ 10.00		.50.502	0.0.700		+ =0,.02,000		.,000,140
* Recommended.						*These dolla	rs will have to be	adjusted for inflat	ion	
								aajuotou 101 11111dt	1011	<del>                                     </del>
** Based on existing FTE staff.  *** Cost per total FTE staff X current FTE	=				<del>                                     </del>		staffing FTEs.	ana/Riolta and Di	olon/Direct L'''	(included alassubser)
			1	1	1	Less Kais	ei. Indithern Font	ana/Kiailo, and Ph	ieian/Piñon Hills	(included elsewhere).

#### **FUNDING THE PROJECTS**

Proposition 14 is often referred to as the "Library Bond Act of 2000," however, the legal name is the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. It is an excellent opportunity for San Bernardino County and Cities to seek funds to expand and improve library facilities.

The Library Bond Act of 2000 is a statewide bond measure that was approved by the California voters on March 7, 2000, to sell \$350 million of State general obligation bonds for the purpose of public library construction and renovation. Local jurisdictions will be required to submit an extensive grant application to apply for funding as well as demonstrate ability to fund 35 percent of the project cost. A grant application, if approved, would receive 65 percent for the remaining costs of the project. It will be a highly competitive application process since the funding is available statewide. San Bernardino County and municipalities could capitalize on this unique source of funding. Allocation of one time funds to meet the 35 percent match would provide lasting benefits to local residents for improved and expanded library services.

San Bernardino County should move quickly to maximize its opportunities to access construction funding from what might be the largest amount of capital dollars ever allotted for library construction in the United States. The development of a strategy or blueprint to fund new and expanded library facilities for the San Bernardino County Library system may turn out to be a complicated political and financial solution and may take time to get into place, yet the Bond Act holds the great potential for a solution to a significant portion of the County Library Facility needs. The County chose to be aggressive about pursuing the funds and should consider putting together a Bond Act application for all or most of the Tier 1 projects.

Other methods for funding the capital projects and the increase in operational costs will require special measures. The consultants suggest the following funding concepts for consideration:

- Increase the property tax rate to at least three or four cents per \$100. Earmark 50% of increase for capital improvements. Use anticipated revenue to bond improvements;
- Increase appropriation from Board of Supervisors to help pay for additional staff and utilities and materials needed for larger and more facilities;
- Have a special purpose measure such as other counties and cities in California have considered (and in many instances passed). This could be a sales tax, a "designer" property tax, e.g. a special assessment on new commercial construction, or new residential construction, etc.;
- Impact fees (these would most likely be the responsibility of the municipalities);
- County "ordinance" requiring developers or at least encouraging them to provide land for libraries;
- General bond election for new facilities, to include opening day collections;
- Requirements that the cities build the buildings and the County Library operate them;
- Creation of an independent tax district with taxing authority;
- Private sector partnerships;

- ✓ Fundraising campaign; or
- Some combination of the above.

In the opinion of the consultants the best possibilities are an increase in the property tax rate and/or a special tax measure, e.g. a sales tax earmarked for library improvements<sup>1</sup>. This combination could be augmented by successful applications for the Library Bond Act funds (A successful application could receive 35 percent of the construction cost of a project.). In addition, municipalities may wish to impose impact fees inasmuch as just about every one of the existing cities served by the County Library is going to experience significant population increases over the next 10 to 20 years -- and probably beyond.

#### **Public Support of A Tax Increase**

85.2 percent of the respondents to the web survey question "Would you be willing to pay more taxes for improved library services in San Bernardino County?" responded they would, or it would depend (meaning the amount and/or what the improvements would be).

Nationally, over the past 11 years, 79.1 percent of the tax increase propositions presented to voters have been approved. This figure includes California and other "super majority" states.

In an election, if it had to be countywide and include the six independent city libraries, a plan could be developed whereby 50 percent of the funds that would come from those locales would be returned to them for their use. In addition, there could be a time limit on the matter. That is, any special tax would be in place for only a certain period of time - say 10 years - and then would go away.

If the anticipated revenue from whatever sources could be used to bond the capital improvements, then the new buildings/expanded and renovated buildings could be built much sooner and with considerable savings, as the escalation factor would be less.

#### **Impact Fees**

As a part of this study the consultants surveyed the municipalities in order to determine if they currently imposed impact fees, and if they did, were libraries included.

Fresno County voters approved a 0.125 percent (1/8 of one percent) Library Transactions and Use Tax, effective April 1, 1999. For FY2000 the tax netted \$8.8 million (including charges levied by the Board of Equalization for administering the tax). Inasmuch as Fresno County has a population that is approximately 25 percent smaller than that served by the San Bernardino County Library, it is reasonable to assume a similar tax in San Bernardino County Library service area would generate approximately \$11 million. If levied for 20 years, and if the tax is used in part to bond capital projects, then it would appear such a tax would/could fund all of the recommended capital improvements and have additional funds for operations. At the end of the 20-year period the tax could be renewed, amended, or the property tax rate increased as needed to fund the increased operational costs of the San Bernardino County Library.

A brief survey instrument was prepared and mailed to each city manager along with a self-addressed stamped envelope. See the appendices for a copy of the survey instrument. Table 7.4 is a summary of the survey results.

Table 7.4 Results of Impact Fee Study

Locale	Response	Impact Fees	Imposed	Year	Libraries	Included	Basis of	Fees	Area or	Notes		
	Received	Yes	No	Imposed	Yes	No	Fee	Adjusted	Project			
									Specific			
Adelanto	No											
Apple Valley	Yes	X		1990		χ	Traffic Impact	No	Project	For Construction		
Barstow	No											
Big Bear Lake	Yes	Х		19985 & 1991		χ	Traffic/Drainage	Yes, 1997	Project	No community projects of	ontemplated at	t this
Chino	Yes	Х		NA		χ	NA	NA	NA			
Chino Hills	Yes	Х		1983	*	Х	Dwelling Unit	Yes, 1998	Citywide	For construction		
Fontana	Yes	Х		1993	χ		Present Services	Yes, 1993	Area	For construction		
Grand Terrace	No											
Hesperia	Yes	Х		1993		χ	New Development	Yes, current	Citywide	For construction		
Highland	Yes	Х		1997	χ		Actual Cost	Yes, 1997		For construction, equipme	ent, and materi	ials
Loma Linda	Yes	χ		1992		Х	Population/Usage	Via a Study	Citywide	For construction		
Montclair	Yes		Χ									
Needles	No											
Rialto	Yes	Х		NA	*		NA	NA	NA			
Twentynine Palms	Yes		Χ									
Victorville	No											
Yucaipa	Yes	Х		1991		χ	Actual Cost	Yes, 2000		For construction and equ	ipment	
Yucca Valley	Yes		χ									
* Can be used for library construction.												
										-		

# **APPENDICES**

A -	National Comparisons	253
B -	State Comparisons	259
<b>C</b> -	Focus Group Summary Report	265
D -	Library Site Criteria	269
E -	Library Space Planning Guidelines	273
F -	Impact Fee Survey Instrument	283
G -	Application - California Reading and	285
	Literacy Improvement and Public Library	
	Construction and Renovation	
	Bond Act of 2000 Funds	

1	SAN BERNARDINO COUNTY LIBRARY FACILITIES STUD	Υ					
2	Comparisons with Peer Libraries - National Data *	-					
3	'						
4	Collections						
5							
6	Library	Population	Number of	Total	Rank	Collections	Rank
7	,	Served	Facilities	Collections		Per Capita	
8							
9	New York (NY) Public Library	3,070,302	86	10,421,691	1	3.39	6
10	Chicago (IL) Public Library	2,783,726	78	9,238,328	3	3.32	7
	Brooklyn (NY) Public Library	2,300,664	60	6,809,959	6	2.96	9
	Queens Borough (NY) Public Library	1,951,598	63	9,143,760	4	4.69	4
	Houston (TX) Public Library	1,865,605	38	4,545,060	8	2.44	17
	Miami-Dade (FL) Public Library System	1,755,908	31	3,829,882	9	2.18	20
15	The Free Library of Philadelphia (PA)	1,585,577	53	8,144,478	5	5.14	2
16	Broward County (FL) Libraries Division	1,473,466	35	2,344,375	17	1.59	24
17	San Antonio (TX) Public Library	1,401,200	20	1,814,229	24	1.29	27
18	Carnegie Library of Pittsburgh (PA)	1,336,449	20	6,603,408	7	4.94	3
19	Phoenix (AZ) Public Library	1,263,449	13	1,797,247	25	1.42	25
20	Hawaii State Public Library System (HI)	1,193,000	50	3,296,982	12	2.76	13
21	Harris County (TX) Public Library	1,143,237	25	2,073,150	22	1.81	23
22	Las Vegas-Clark County (NV) Library	1,100,000	24	2,167,317	21	1.97	22
23	King County (WA) Library System	1,090,968	41	3,345,860	11	3.07	8
24	Dallas (TX) Public Library	1,068,800	23	2,568,812	14	2.40	18
25	Detroit (MI) Public Library	1,027,974	24	2,928,347	13	2.85	11
26	San Bernardino (CA) County Library	1,020,000	28	1,222,490	27	1.20	28
27	Fairfax County (VA) Public Library	970,000	20	2,460,395	15	2.54	15
28	Buffalo & Erie County (NY) Public Library	968,532	53	3,624,615	10	3.74	5
29	Tampa-Hillsborough County (FL) Public Library	942,322	21	2,335,739	18	2.48	16
30	Montgomery County (MD) Dept. of Public Libraries	855,000	22	2,448,084	16	2.86	10
31	The Public Library of Cincinnati & Hamilton (OH)	847,403	42	9,608,333	2	11.34	1
32	Memphis/Shelby County (TN) Public Library	846,584	23	1,938,685	23	2.29	19
33	St. Louis County (MO) Library District	843,638	20	2,256,277	20	2.67	14
34	Tucson-Pima (AZ) Public Library	836,153	19	1,144,040	28	1.37	26
35	Orange County (FL) Library System	821,405	13	1,669,824	26	2.03	21
36	Atlanta-Fulton (GA) Public Library	819,721	35	2,298,394	19	2.80	12
37							
38	Average of 28 Libraries	1,327,953	35	4,002,849		3.01	
*	Statistical Report Public Library Data Service 2000.				-		

1	SAN BERNARDINO COUNTY LIBRARY FACILITIES STUD	Υ					
2	Comparisons with Peer Libraries - National Data *						
3							
4	Facilities						
5							
6	Library	Population	Service Area	Number of	Rank	Facilities Per	Rank
7		Served	Square Miles	Facilities		Square Mile	
8							
9	New York (NY) Public Library	3,070,302	127.9	86	1	1.5	2
10	Chicago (IL) Public Library	2,783,726	228.5	78	2	2.9	5
11	Brooklyn (NY) Public Library	2,300,664	70.6	60	4	1.2	1
12	Queens Borough (NY) Public Library	1,951,598	112.2	63	3	1.8	3
13	Houston (TX) Public Library	1,865,605	617.3	38	11	16.2	10
14	Miami-Dade (FL) Public Library System	1,755,908	2,109.0	31	14	68.0	22
15	The Free Library of Philadelphia (PA)	1,585,577	135.1	53	5	2.5	4
16	Broward County (FL) Libraries Division	1,473,466	1,196.0	35	12	34.2	16
17	San Antonio (TX) Public Library	1,401,200	1,248.0	20	23	62.4	21
18	Carnegie Library of Pittsburgh (PA)	1,336,449	727.0	20	23	36.4	17
19	Phoenix (AZ) Public Library	1,263,449	473.9	13	27	36.5	18
20	Hawaii State Public Library System (HI)	1,193,000	6,415.0	50	7	128.3	25
21	Harris County (TX) Public Library	1,143,237	1,778.0	25	16	71.1	23
22	Las Vegas-Clark County (NV) Library	1,100,000	7,927.0	24	17	330.3	26
23	King County (WA) Library System	1,090,968	2,200.0	41	10	53.7	20
24	Dallas (TX) Public Library	1,068,800	342.4	23	19	14.9	8
25	Detroit (MI) Public Library	1,027,974	144.0	24	17	6.0	6
26	San Bernardino (CA) County Library	1,020,000	20,000.0	28	15	714.3	28
27	Fairfax County (VA) Public Library	970,000	400.0	20	23	20.0	12
28	Buffalo & Erie County (NY) Public Library	968,532	1,004.0	53	5	18.9	11
29	Tampa-Hillsborough County (FL) Public Library	942,322	1,062.0	21	22	50.6	19
30	Montgomery County (MD) Dept. of Public Libraries	855,000	495.0	22	21	22.5	13
31	The Public Library of Cincinnati & Hamilton (OH)	847,403	413.0	42	9	9.8	7
32	Memphis/Shelby County (TN) Public Library	846,584	755.0	23	19	32.8	15
33	St. Louis County (MO) Library District	843,638	491.0	20	23	24.6	14
34	Tucson-Pima (AZ) Public Library	836,153	9,240.0	19	26	486.3	27
35	Orange County (FL) Library System	821,405	990.0	13	27	76.2	24
36	Atlanta-Fulton (GA) Public Library	819,721	529.0	35	12	15.1	9
37							
38	Average of 28 Libraries	1,327,953	2,186.8	35		62.5	
*	Statistical Report Public Library Data Service 2000.						

1	SAN BERNARDINO COUNTY LIBRARY FACILITIES STUD	Υ					
2	Comparisons with Peer Libraries - National Data *						
3							
4	Facilities						
5							
6	Library	Square Feet	Rank	Square Feet	Rank	Average SF	Rank
7		of Facilities		Per Capita		Per Facility	
8							
9	New York (NY) Public Library	1,239,713	3	0.40	17	14,415	21
10	Chicago (IL) Public Library	1,629,147	1	0.59	5	20,887	10
11	Brooklyn (NY) Public Library	1,300,000	2	0.57	8	21,667	7
12	Queens Borough (NY) Public Library	792,000	7	0.41	16	12,571	24
13	Houston (TX) Public Library	673,721	9	0.36	19	17,730	14
14	Miami-Dade (FL) Public Library System	634,000	11	0.36	19	20,452	12
15	The Free Library of Philadelphia (PA)	400,348	20	0.25	26	7,554	27
16	Broward County (FL) Libraries Division	741,073	8	0.50	11	21,174	9
17	San Antonio (TX) Public Library	430,151	17	0.31	23	21,508	8
18	Carnegie Library of Pittsburgh (PA)	342,083	24	0.26	25	17,104	15
19	Phoenix (AZ) Public Library	420,131	18	0.33	22	32,318	2
20	Hawaii State Public Library System (HI)	580,052	14	0.49	13	11,601	25
21	Harris County (TX) Public Library	216,869	27	0.19	27	8,675	26
22	Las Vegas-Clark County (NV) Library	640,966	10	0.58	7	26,707	4
23	King County (WA) Library System	580,000	15	0.53	9	14,146	22
24	Dallas (TX) Public Library	927,085	4	0.87	2	40,308	1
25	Detroit (MI) Public Library	611,478	12	0.59	5	25,478	5
26	San Bernardino (CA) County Library	196,121	28	0.19	27	7,004	28
27	Fairfax County (VA) Public Library	368,720	22	0.38	18	18,436	13
28	Buffalo & Erie County (NY) Public Library	821,103	6	0.85	3	15,493	20
29	Tampa-Hillsborough County (FL) Public Library	336,089	25	0.36	19	16,004	19
30	Montgomery County (MD) Dept. of Public Libraries	355,869	23	0.42	15	16,176	17
31	The Public Library of Cincinnati & Hamilton (OH)	876,452	5	1.03	1	20,868	11
32	Memphis/Shelby County (TN) Public Library	368,870	21	0.44	14	16,038	18
	St. Louis County (MO) Library District	442,660	16	0.52	10	22,133	6
34	Tucson-Pima (AZ) Public Library	240,860	26	0.29	24	12,677	23
35	Orange County (FL) Library System	413,183	19	0.50	11	31,783	3
36	Atlanta-Fulton (GA) Public Library	585,500	13	0.71	4	16,729	16
37							
38	Average of 28 Libraries	613,009		0.46		68,446	
*	Statistical Report Public Library Data Service 2000.						

1	SAN BERNARDINO COUNTY LIBRARY FACILITIES STUD	Υ					
2	Comparisons with Peer Libraries - National Data *						
3							
4	Usage						
5							
6	Library	Population	Number of	Total	Rank	Circulation	Rank
7	,	Served	Facilities	Circulation		Per Capita	
8						-	
9	New York (NY) Public Library	3,070,302	86	12,652,723	4	4.12	18
10	Chicago (IL) Public Library	2,783,726	78	7,818,979	10	2.81	23
	Brooklyn (NY) Public Library	2,300,664	60	10,077,559	6	4.38	14
	Queens Borough (NY) Public Library	1,951,598	63	17,534,050	1	8.98	6
13	Houston (TX) Public Library	1,865,605	38	6,148,473	15	3.30	22
	Miami-Dade (FL) Public Library System	1,755,908	31	4,751,514	18	2.71	25
15	The Free Library of Philadelphia (PA)	1,585,577	53	6,152,604	14	3.88	19
16	Broward County (FL) Libraries Division	1,473,466	35	6,740,649	13	4.57	12
17	San Antonio (TX) Public Library	1,401,200	20	3,837,528	22	2.74	24
18	Carnegie Library of Pittsburgh (PA)	1,336,449	20	2,660,182	27	1.99	27
19	Phoenix (AZ) Public Library	1,263,449	13	6,883,257	12	5.45	10
20	Hawaii State Public Library System (HI)	1,193,000	50	7,344,856	11	6.16	8
21	Harris County (TX) Public Library	1,143,237	25	5,025,170	17	4.40	13
22	Las Vegas-Clark County (NV) Library	1,100,000	24	4,747,395	19	4.32	15
23	King County (WA) Library System	1,090,968	41	12,851,411	3	11.78	2
24	Dallas (TX) Public Library	1,068,800	23	3,826,553	23	3.58	20
25	Detroit (MI) Public Library	1,027,974	24	1,390,473	28	1.35	28
26	San Bernardino (CA) County Library	1,020,000	28	2,764,374	25	2.71	25
27	Fairfax County (VA) Public Library	970,000	20	10,111,358	5	10.42	4
28	Buffalo & Erie County (NY) Public Library	968,532	53	8,369,027	8	8.64	7
29	Tampa-Hillsborough County (FL) Public Library	942,322	21	4,008,692	21	4.25	16
30	Montgomery County (MD) Dept. of Public Libraries	855,000	22	9,992,518	7	11.69	3
31	The Public Library of Cincinnati & Hamilton (OH)	847,403	42	13,149,907	2	15.52	1
32	Memphis/Shelby County (TN) Public Library	846,584	23	3,538,734	24	4.18	17
33	St. Louis County (MO) Library District	843,638	20	7,896,900	9	9.36	5
34	Tucson-Pima (AZ) Public Library	836,153	19	5,147,532	16	6.16	8
35	Orange County (FL) Library System	821,405	13	4,042,121	20	4.92	11
36	Atlanta-Fulton (GA) Public Library	819,721	35	2,726,653	26	3.33	21
37	-						
38	Average of 28 Libraries	1,327,953	35	6,863,971		5.17	
*	Statistical Report Public Library Data Service 2000.			<u> </u>			

1	SAN BERNARDINO COUNTY LIBRARY FACILITIES STUD	Υ						
2	Comparisons with Peer Libraries - National Data *							
3								
4	Financials							
5								
	Library	Population	Number of	Operating	Rank	Exp	enditures	Rank
7		Served	Facilities	Expenditures	-		er Capita	
8		30.100					, capita	
9	New York (NY) Public Library	3,070,302	86	\$ 97,020,418	1	\$	31.60	6
	Chicago (IL) Public Library	2,783,726	78	\$ 80,026,975	2	\$	28.75	10
	Brooklyn (NY) Public Library	2,300,664	60	\$ 70,618,210	4	\$	30.69	8
	Queens Borough (NY) Public Library	1,951,598	63	\$ 71,513,065	3	\$	36.64	4
	Houston (TX) Public Library	1,865,605	38	\$ 36,545,501	9	\$	19.59	18
	Miami-Dade (FL) Public Library System	1,755,908	31	\$ 30,926,077	11	\$	17.61	23
	The Free Library of Philadelphia (PA)	1,585,577	53	\$ 43,293,184	7	\$	27.30	12
16	Broward County (FL) Libraries Division	1,473,466	35	\$ 37,319,896	8	\$	25.33	14
17	San Antonio (TX) Public Library	1,401,200	20	\$ 16,510,598	24	\$	11.78	26
18	Carnegie Library of Pittsburgh (PA)	1,336,449	20	\$ 21,556,619	20	\$	16.13	25
19	Phoenix (AZ) Public Library	1,263,449	13	\$ 21,238,411	21	\$	16.81	24
20	Hawaii State Public Library System (HI)	1,193,000	50	\$ 21,751,157	19	\$	18.23	21
21	Harris County (TX) Public Library	1,143,237	25	\$ 11,407,313	27	\$	9.98	27
22	Las Vegas-Clark County (NV) Library	1,100,000	24	\$ 26,615,468	16	\$	24.20	15
23	King County (WA) Library System	1,090,968	41	\$ 45,039,344	6	\$	41.28	2
24	Dallas (TX) Public Library	1,068,800	23	\$ 22,880,968	18	\$	21.41	17
25	Detroit (MI) Public Library	1,027,974	24	\$ 29,084,169	14	\$	28.29	11
26	San Bernardino (CA) County Library	1,020,000	28	\$ 8,895,312	28	\$	8.72	28
27	Fairfax County (VA) Public Library	970,000	20	\$ 29,635,196	13	\$	30.55	9
28	Buffalo & Erie County (NY) Public Library	968,532	53	\$ 29,954,678	12	\$	30.93	7
29	Tampa-Hillsborough County (FL) Public Library	942,322	21	\$ 17,637,443	23	\$	18.72	19
30	Montgomery County (MD) Dept. of Public Libraries	855,000	22	\$ 31,457,317	10	\$	36.79	3
31	The Public Library of Cincinnati & Hamilton (OH)	847,403	42	\$ 48,021,383	5	\$	56.67	1
32	Memphis/Shelby County (TN) Public Library	846,584	23	\$ 15,097,796	26	\$	17.83	22
33	St. Louis County (MO) Library District	843,638	20	\$ 22,945,625	17	\$	27.20	13
34	Tucson-Pima (AZ) Public Library	836,153	19	\$ 15,534,035	25	\$	18.58	20
35	Orange County (FL) Library System	821,405	13	\$ 17,773,845	22	\$	21.64	16
36	Atlanta-Fulton (GA) Public Library	819,721	35	\$ 28,473,274	15	\$	34.74	5
37								
38	Average of 28 Libraries	1,327,953	35	\$ 33,884,760		\$	25.52	
*	Statistical Report Public Library Data Service 2000.							

1 SAN BERNARO NO COUNTY LIBRARY FACILITIES STUDY	۲.	()e	23		(8	00			5		
2 Comparisons with Peer Libraries - National Data **		4 - 3									
8			200					2 2		5 6	
4 Financials		5 18									
φ.			2 33				Materials			Materials	
6 Librany	ņ	Expenditures	Rank	_	Materials	Rank	Expenditures	Rank		Expenditures	Rank
7	g.	Per Facility	36	Щ	Expendit ures		Per Capita			Per Facility	
8		20	200				-		<u>.</u>	5	
9 New York (NY) Public Library	60	1,128,144	10	69	11,452,452	2	\$ 3.73	-	4	133,168	19
10 Chicago (IL) Public Library	69	1,025,987	15	69	11,035,000	ю	3.96	11	€	141,474	13
11 Brooklyn (NY) Public Library	69	1,176,970	9	69	9,981,911	4	\$ 4.34	φ	€÷	166,365	o
12 Queens Borough (NY) Public Library	60	1,135,128	o	60	12,171,968	-	\$ 6.24	φ.	€	193,206	ю
13 Houston (TX) Public Library	69	961,724	18	60	5,821,085	œ	\$ 3.12	2 17	69	153,186	12
14 Miarri-Dade (FL) Public Library 9ystem	69	997,615	16	69	3,935,845	4	\$ 2.24	4 23	6 <del>0</del>	126,963	20
15 The Free Library of Philadelphia (PA)	60	816,853	22	60	7,438,750	7	\$ 4.69	9 7	€9	140,354	15
16 Broward County (FL) Libraries Division	*	,066,283	14	60	5,543,251	0	\$ 3.76	13	e+	158,379	11
17 San Antonio (TX) Public Library	60	825,530	20	60	2,713,124	20	\$ 1.94	4 25	69	135,858	16
18 Carnegie Library of Pfttsburgh (PA)	60	1,077,831	13	60	2,677,471	22	\$ 2.00	0 24	₩	133,874	18
19 Phoenix (AZ) Public Library	69	1,633,724	-	69	3,255,804	17	\$ 2.58	8 20	69	250,446	7
20 Hawaii State Public Library System (Hl)	60	435,023	27	60	1,892,206	26	\$ 1.59	9 27	69	37,844	28
21 Harris County (TX) Public Library	69	456,293	28	69	1,852,237	27	\$ 1.62	2 26	69	74,089	28
22 Las Vegas-Gark County (NV) Library	69	1,108,978	11	60	4,612,052	12	\$ 4.19	6	€9	192,169	0
23 King County (WA) Library 8ystem	69	1,098,521	12	60	5,513,219	10	\$ 5.05	5		134,469	17
24 Dallas (TX) Public Library	60	994,825	17	60	2,840,248	18	\$ 2.66	6 19	€	123,489	21
25 Detroit (MI) Public Library	*	,211,840	9	60	2,310,845	24	\$ 2.25	5 22	69	96,285	22
26 San Berrardino (CA) County Library	49	317,690	28	↔	1,210,000	28	\$ 1.19	9 28	₩.	43,214	27
27 Fairfax County (VA) Public Library	69	1,481,760	2	69	7,889,848	9	\$ 8.13	3 2	₩	394,492	1
28 Buffalo & Grie County (NY) Public Library	69	565,183	25	69	3,932,991	15	\$ 4.08	9 10	<b>↔</b>	74,207	25
29 Tampa-Hilsborough County (FL) Public Library	60	839,878	19	60	3,382,682	16	\$ 3.59	9 15	69	161,080	10
30 Mont gornery County (MD) Dept. of Public Libraries	*	,429,878	6	60	5,106,942	11	\$ 5.97	7	€9	232,134	м
31 The Public Library of Gnoinnati & Hamilton (OH)	69	1,143,366	ω	69	7,672,187	9	\$ 9.05	5	€÷	182,671	œ
32 Memphis' Shelby County (TN) Public Library	60	858,428	24	60	1,964,374	25	\$ 2.32	2 21	€	85,408	24
33 St. Louis County (MO) Library District	69	1,147,281	7	60	4,249,348	13	\$ 5.04	9	€9	212,467	4
34 Tucson-Rima (AZ) Public Library	60	817,581	21	60	2,680,990	21	\$ 3.21	1 18	₩	141,105	44
35 Orange County (PL) Library System	69	1,367,219	4	69	2,385,122	23	\$ 2.90	0 18	e+	183,471	7
36 Atlanta Fulton (GA) Public Library	69	813,522	23	60	3,201,397	18	3.91	1 12	69	91,468	23
37		5 58							2 - 2		
38 Average of 28 Libraries	64	980,395	2 10	69	4,954,405	. 30	\$ 3.7	73	€>	141,554	
* Statistical Report Public Library Data Service 2000.			8					_			
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ဖ	Library	Population	Number of		Operating	Ran Yang	Expenditures	Sank Sank
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တ	Los Angeles County	3,456,000	84	€9	68,971,022	Υ-	\$ 19.96	6 2
10	10 Orange County	1,342,700	28	69	24,683,320	7	\$ 18.38	8
-	11 Sacramento City-County	1,129,600	26	₩	22,758,772	0	\$ 20.15	5
12	San Bernardino County	1,019,900	30	49	11,498,556	9	\$ 11.27	7 8
3	San Diego County	008,786	34	₩	12,106,610	S	\$ 12.26	9 9
4	Contra Oosta County	822,600	26	69	14,893,456	4	\$ 18.11	4
15	Fresno County	775,200	28	69	10,425,960	7	\$ 13.45	5
16	Riverside County	710,800	25	69	7,845,136	œ	\$ 11.04	9
17	17 Kern County	648,400	28	₩	7,371,342	6	\$ 11.37	7 7
79								28 AS
19	Average of nine libraries	1,355,992	34	49	13,888,783		\$ 10.24	4 2
*	California Library Statistics 2001 for Fiscal Year 1999-2000.	for Fiscal Year 1.	999-2000.					

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7	Comparisons with Peer Libraries -	- State	State Data *										
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w		8 8	2. 10	d - 15		(C AC)		Mate	Materials		Ma	Materials	54 54
ဖ	Library	Expend	enditures	Rank	2623	Materials	Rank	Expen	Expenditures	Rank	Egg.	Expenditures	Rank
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တ	Los Angeles County	↔	821,084	m	↔	8,088,851	-	9	2.34	5	↔	96,296	e
10	Orange County	9	881,547	-	9	3,850,873	2	9	2.87	2	s	137,531	÷
11	Sacramento City-County	9	875,337	2	9	3,555,000	ю	69	3.15	-	9	136,731	2
12	San Bernardino County	<del>40</del>	383,285	5	<del>40</del>	1,406,900	7	<del>4</del> 0	1.38	7	<del></del>	46,897	7
13	San Diego County	↔	356,077	2	↔	1,856,675	S	69	1.88	9	9	54,608	9
14	Contra Costa County	9	572,825	4	9	2,116,866	4	9	2.57	ო	9	81,418	4
5	Fresno County	₩	372,356	9	₩	1,818,847	9	9	2.35	4	₩.	64,959	5
16	Riverside County	₩.	313,805	ω	⊕.	504,200	თ	€	0.71	0	69	20,168	œ
17	17 Kern County	₩	263,262	6	₩	788,451	ω	69	1.22	ω	₩	28,159	6
9													
19	Average of nine libraries	s	404,528	ye 30		1,845,128	er to	\$	1.36	10 T	\$	53,742	(S) 12)
*	California Library Statistics 2001 for Fiscal Year 1999-2000	f for A	scal Year 19	99-200	0.	8	13		8.	0.00			

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7	Comparisons with Peer Libraries - State Data *						
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4	Collections						
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യ	Library	Population	Number of	Total	Rank	Collections	Rank
~		Served	Facilit ies	Collections		Per Capita	
ω							
10	Los Angeles County	3,456,000	84	7,045,520	-	2.04	
1	Orange Count y	1,342,700	28	2,601,374	2	1.94	2
13	Sacramento City-County	1,129,600	26	1,684,845	က	1.49	4
14	San Bernardino County	1,019,900	30	1,227,018	9	1.20	2
15	San Diego County	987,300	34	1,273,905	4	1.29	9
17	17 Contra Costa Count y	822,600	26	1,268,395	5	1.54	ო
19	Fresno County	775,200	28	797,550	o	1.03	<b>o</b>
19	Riverside County	710,800	25	820,894	ω	1.15	ω
20	20 Kern County	648,400	28	941,476	7	1.45	co.
21							
22	Average of nine libraries	1,210,278	34	1,962,331		1.62	
*	California Library Statistics 2001 for Ascal Year 1999-2000.	3-2000.					

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7	Omparisons with Peer Libraries -	- State Data*			Ve.		
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4	Facilities						
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ဖ	Library	Population	Service Area	Number of	Rank	Facilities Per	Rank
^		& Ned	Square Miles	Facilities		Square Mile	
ω							
ത	Los Angeles County	3,456,000	3,042.7	49	~	36.2	3
10	Orange County	1,342,700	532.6	28	4	19.0	-
<del>-</del>	Sacramento City-County	1,129,600	974.9	26	7	37.5	4
12	San Bernardino County	1,019,900	20,000.0	30	က	666.7	6
5	San Diego County	987,300	3,727.0	34	2	109.6	5
4	Ontra Osta Ounty	822,600	681.0	26	7	26.2	2
15	Fresno County	775,200	0.900,5	28	4	178.8	9
16	Riverside County	710,800	7,017.0	25	െ	280.7	7
17	17 Kern County	648,400	8,073.0	28	4	288.3	8
18	8 2 20	200000000000000000000000000000000000000	100000000000000000000000000000000000000	Donote		Section 2	
19	Average of nine libraries	1,210,278	5,450.5	34		158.8	
*	California Library Statistics 2001 for Fiscal Year 1999-2000.	for Fiscal Year 19	999-2000.				

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7	Comparisons with Peer Libraries	s - State Data*					
n							
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ဖ	Library	Square Feet	Rank	Square Feet	Rank	Average SF	Rank
7		of Facilities **		Per Capit a		Per Facility	
∞							
တ	Los Angeles Count y	951,413	~	0.28	4	11,326	2
10	Orange Count y	na	na	na	na	na	na
7	Sacrament o Oty-County	328,180	2	0.29	3	12,622	-
12	San Bernardino County	196,121	7	0.19	7	6,537	9
13	San Diego County	202,275	9	0.20	9	5,949	7
7	Contra Costa County	223,200	2	0.27	2	8,585	5
15	Fresno County	292,716	8	0.38	2	10,454	8
16	Riverside County	na	na	na	na	na	na
17	Kern County	274,413	4	0.42	_	008'6	4
2							
19	Average of seven libraries	352,617		0.29		9,325	
	a a						
<b>+</b> =	California Library Statistics 2001	1 for Fiscal Year 1999-2000	999-2000				
#c #c	Statistical Report Public Library Data Service 1999.	Data Service 1999					

1 SAN BERNARDINO COUNTY LIBRARY FACIL	BRARY FACILITIES STUDY	۲					F 33
Comparisons with Peer Libraries - State Dat	es-State Data*						
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		Population	Number of	Total	Rank	Circulation	Rank
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2							
10 Los Angeles County	8 8	3,456,000	84	14,761,515	-	4.27	ო
11 Orange County		1,342,700	28	6,037,146	2	4.50	-
13 Sacramento City-County	8	1,129,600	26	3,629,798	ო	3.21	S
San Bernardino County		1,019,900	30	2,772,732	9	2.72	7
15 San Diego County		987,300	34	3,214,058	5	3.26	4
17 Contra Costa Count y		822,600	26	3,620,087	4	4.40	2
Fresno County		775,200	28	1,932,993	8	2.49	o .
19 Riverside County	R 1	710,800	25	1,986,915	7	2.80	9
20 Kern County		648,400	28	1,749,881	0	2.70	00
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Average of nine libraries		1,210,278	34	4,411,681		3.65	
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## **Focus Group Summary**

### San Bernardino County Library

"One of the most important venues in town, vitally important part of the community" is one comment the consultants consistently heard from focus groups held in February and March 2001 in the San Bernardino County branch libraries. The majority of the attendees were pleased with the services that are being provided.

The following issues were raised at just about every focus group conducted. The County Library needs:

- Additional space;
- Expanded collections;
- More computers;
- Quiet areas to study;
- More public restrooms;
- Small Study rooms;
- Multipurpose meeting room;
- Additional staffing;
- Improved handicapped accessibility;
- Additional hours of service;
- More space for the Friends of the Library;
- Additional and comfortable seating;
- Better heating and air conditioning systems;
- More parking, and
- Better lighting both within the buildings and on the outside

"Our library serves many purposes-the programs and the activities serve to bring people in the community together, serving educational, cultural and recreational needs for all ages." Throughout the branch libraries, it was said over and over "the staff is wonderful, so knowledgeable and caring." The fact that the patrons could get materials from throughout the system and from other libraries was stressed repeatedly. "If a book is not in the collection at the branch, it can be ordered from another branch and brought to this one." "I save money by borrowing books instead of buying them."

The people of San Bernardino County know the value of the County Library and all were amazed at how much the County is able to provide with the limited resources available. "The Library is great for the community-a jewel-for some it is a home away from home". It was interesting to note that in two locations, patrons mentioned that they were satisfied with the number of people using their libraries and that they did not want anyone else because "They like things just the way they are." The people attending the meetings are proud of the literacy services provided by the libraries and many wish that they could offer more. The people are

not necessarily interested in plush facilities, they just want more space and a "vanilla library" if there is not much money to spend.

Safety issues were raised at a number of the facilities. Patrons want to feel safe and secure in parking areas as well as when they are walking to their vehicles. The trees and bushes need to be trimmed around the walkways and along the sides of the libraries. Patrons were also concerned about the handicapped using the facilities. Issues such as doors, rest rooms, and furniture placement were discussed, as well as expanded, enhanced collections for the visually impaired.

More than one patron is concerned that if she tells her friends about the library, then they will come and the library will be even more crowded.

Satellite classes from the college would be a valuable service that the library could provide. Residents were interested in distance learning being added to services provided by the library.

Attendees complained about the parking.

One of the facilities, Grand Terrace, has reached out into the community and provided a "teen solution" that is a "positive contribution to the community." The staff is using teen volunteers to assist with many library routines.

Library volunteers assist with landscaping, marketing the library, and doing outreach into the communities. Many would like to have larger facilities. They want the children in the community to use the library.

The home schooling parents are concerned about the collections. They believe that more careful attention must be paid to the children's collection.

At the Loma Linda Branch Library focus group the Mayor said, "it is a shame that we did not include a question about the library on last year's city wide survey. I was unaware of all the things that are going on here." He also said, "the library-it's here and we're happy."

Many of the people attending the focus groups believe that the "library is an integral part of the community-it is a wonderful place and they really enjoy coming to the facility." They want, in addition to larger library facilities, more staff, more materials, and larger meeting areas.

Other improvements voiced included computer labs, more videocassettes, separate children's areas, adult programs, and comfortable furniture on the patios.

All of the groups were proud of the services that are provided in their communities and are eager for expanded, enhanced facilities, services and collections.

"If the library isn't here, children don't learn to read" was said by more than one person attending the focus groups. A Grand Terrace patron commented that "a properly designed library is needed-one that will give books the high honor that they deserve." Most of the participants were eager to talk and make suggestions for improvements. It was interesting to note that most people were not interested in frills, just adequate space and collections. The staff was the

most valuable thing that the library has.

The general feeling in all locations can be expressed as follows: " The library is great for the community!"

### LIBRARY SITE CRITERIA

It is critical to approach the site selection process for a new public library with care. The ultimate success of any new library facility, if success is measured in terms of usage of library services, will be determined to a large degree by where it is located. Public libraries are similar to other institutions which need to be used to be effective, where they are located is of prime importance.

As a successful private developer would say, the three most important ingredients of any project are location, location, and location. A bank that is poorly located will not prosper, nor a food store or an apparel shop. Neither will a public library. Acquiring anything less than a good site will prove a false economy in terms of the life-cycle costs of the library. Anything less than a good site will also hinder public use of this important community resource.

#### SELECTION CRITERIA

The selection criteria for a new library should closely correspond to the criteria for locating an effective site for a retail business. For a library project PROVIDENCE recommends nine criteria. These factors, which are discussed at length below, are:

- Site Capacity;
- Accessibility;
- Visibility;
- Demographic Patterns;
- Neighborhood Compatibility;
- Legal Matters;
- Utilities Availability; and
- Physiography.

If several sites for a library are ranked equally in all of the above criteria, PROVIDENCE recommends only then should site-related costs serve as a tie-breaker to finalize the selection of a library site. This kind of approach is recommended since site cost differences will be dwarfed by the operational cost effectiveness during the life of a library facility. This applies to a free site as well. The cost of construction and operations will be far greater than the cost of the land, therefore, the temptation to utilize a piece of property because it is a gift, or already owned by a township or county, should be resisted unless the site ranks high in comparison with sites that carry a price tag.

With these factors, it is crucial to continually focus the site selection issue on the basis of what location will consistently reinforce the most extensive use of the library. Most of the factors are simply ways of measuring different aspects of this key issue. A brief description of the site selection criteria is as follows.

**Site Capacity -** The site should be large enough to provide a sufficient square or rectangular library footprint, the required parking for users, staff, and volunteers, future expansion, and the necessary allowances for setbacks, zoning requirements, and suitable landscaping. The resulting building should look like it belongs on the site, not forced on a plot of ground that is too small. For general planning purposes, the size of the site should be approximately four times larger than the proposed library facility. A 15,000 gross square foot (gsf), single-level library requires a site that is about 60,000 square feet in size, or approximately 1.4 acres.

**Accessibility** - The site should be easily accessible by automobile and mass transit, and within walking distance of some potential users. However, pedestrian access will always be secondary. Adequate parking is a key element of automobile accessibility.

**Image and Visual Quality** - The quality of the existing neighborhood surrounding the library needs to complement rather than detract from the library. The library site should be located in an area with a strong positive identity and image. Placing the library at the site should also be compatible with surrounding land uses, both existing and proposed.

**Visibility** - A prominent location is required to attract the largest number of people to the library. A highly visible site, along a major street, with easy accessibility is ideal. If the site involves other buildings, the library should be able to be oriented in a portion of the site with high visibility.

**Demographic Patterns** - A library should be located where people can easily reach it and conduct other activities during the same trip. This means a place where people naturally converge. The site should be where the largest percentage of all people to be served will have access to the library frequently in the normal pursuit of their activities.

**Neighborhood Compatibility** - Will the library be a good neighbor? Is the neighborhood fully developed? If so, how will the library fit into the neighborhood? If there is development in the future, will it be compatible with the mission and goals of the library?

**Legal Matters** - The existence of easements or other restrictions can serve to minimize the buildable area of a site. A site owned by several persons and/or entities can be difficult to acquire. Zoning restrictions can hamper development, including parking and/or entrance and egress to and from the site.

**Utilities Availability** - To avoid extra costs, the presence of electrical, water, gas, sewer, and other services should be in place now, or by the time construction is scheduled to start.

**Physiography** - The suitability of the soil, the topography of the site, and solar orientation are important considerations in construction and operational costs. Orientation considerations include the avoidance of west sun on the books, or north entrances which may offer little winter sunlight and exposure to the cold northern winds.

#### **RANKING THE SITES**

Once the site selection criteria have been agreed upon, the next step in the process is to assign a point value to each of the nine factors. The sum total of the nine should be 100. Within each major factor, points can be assigned to the sub-factors. The sub-factor points should equal the sum of the major factor point total.

As an example, a library site study might conclude that Site Capacity, followed by Accessibility, Image/Visual Quality, Visibility, and Demographic Patterns were the five most important factors, worth 20, 15, 12, 12 and 12 points respectively. Within Site Capacity, the two most important sub-factors are Usable Site Area and Expansion Capacity, worth seven and five points in order. Therefore, if the usable site area of Site A was considered to be near perfect, it would receive a ranking of six or seven points. Conversely, if Site B was considered poor in this area the ranking might be zero, one, or two.

Each factor and sub-factor should be given a point value. The site that receives the most points is determined to be the best site. If two or more sites were within eight to 10 points of each other, then cost effectiveness needs to be taken into consideration.

#### **Tie-Breaking Factors**

If several sites are ranked equally, or nearly so in all of the criteria, then site-related costs should serve as a tie-breaker to finalize the selection of a library site. Site-related costs should be compared on the basis of the following factors:

- The dollar value of the site, including the potential revenue loss if income producing property is replaced by a non-taxable structure;
- Demolition costs of any existing facilities on the site;
- Relocation costs of any existing business or residential units currently on the site;
- Any unusual site development costs that may occur, such as from a site with underground utilities and/or water;
- The cost of providing sufficient utility service to the site; and
- Any extra construction costs that will occur due to such things as poor soil conditions, limitations of the site, such as underground versus ground level parking, or site configuration resulting in a more expensive building solution.

PROVIDENCE cannot over-emphasize the importance of an objective library site selection process. There is nothing, aside from the informational content within a library building, that will have a greater impact upon the overall success of a library than where it is located. Since success of a library building is measured by usage, the more a building is used, the more cost effective it is. A good site will go a long way toward ensuring the operational success of a library facility for the community residents.

# LIBRARY SPACE PLANNING GUIDELINES

PROVIDENCE Associates Inc, Library Planners Consultants, has developed these space planning guidelines based upon work with hundreds of libraries throughout the United States. The guidelines are intended to be general in nature, applicable to all libraries. As library consultants, we recognize that each library building is unique, and therefore each item must be carefully analyzed to match specific local needs. However, it has been our experience that these guidelines, when applied, result in adequately sized buildings for the various pieces of furniture, equipment, and other needs.

Once a determination is made as to quantities, such as the number of adult reference books to be in the collection, the number of reader tables to be provided, the number of computer workstations to be available, etc. - then a building can then be "sized."

#### **SQUARE FOOTAGE DEFINITIONS**

In order to understand the methodology we have followed, a common definition of terms used in the course of discussions that follow is required.

**Net Usable Square Footage (NSF)** - NSF represents the actual unobstructed floor area or square footage assigned to a primary use for an individual unit, contained within a defined perimeter. In effect, net area is the actual area of bookstacks, offices, computer workstations, support areas, or special function areas exclusive of partitions, exterior walls, public and private corridors, columns, pipe chases, stairs, mechanical and electrical space, and all similar, non-usable areas.

**Net Assignable Square Footage (NASF)** - NASF includes all net areas assigned to a given unit, as well as related corridor space for movement, interior partitions, and other areas incidental to the spatial organization or construction. Additionally, internal corridor (circulation) space shared by or connecting units is included in this total area. Net assignable area excludes the area required for mechanical and electrical spaces and distribution shafts, stairs, restrooms, elevators, and other common building elements.

In effect, this is the total area assigned to a use and is comparable to the amount of area occupied for a specific tenant, as if it were leased from a landlord. This area includes internal partitions, corridors and allowances for columns, chases, etc., which penetrate the space.

Efficiency factors added to the pure net square footage to accommodate these other assignable spaces might range from 10 to 30 percent of the total net area. When analyzing existing facilities, this assignable factor is calculated by dividing the net usable area (nsf) by the total unit net assignable area (nasf) to determine the overall efficiency of the unit. The net-to-net assignable square footage relationship is primarily a factor of the size, type, configuration, number of individual spaces, and the anticipated width of internal personnel movement and service corridors.

Generally, units comprised of larger individual spaces will require less space for inter- and intra-unit movement. Units comprised of many smaller workstations, especially private offices, require a higher degree of intra- and inter-unit movement and wall space. Experience has shown that the efficiency of older facilities is generally less than new construction, due to the area required for structure, walls, and formalistic approaches to space planning.

**Building Gross Square Footage (BGSF)** - BGSF reflects the total area of the building, including all net and net assignable areas as defined above, plus any additional area occupied by corridors, vertical movement, restrooms, central mechanical and electrical space, chases, and other spaces related to primary air and power distribution, columns, and exterior walls.

When programming space requirements for new facilities, the total building gross area is estimated by applying an overall facility grossing factor to the total programmed net assignable area. Typically, these factors range from 15 to 20 percent in smaller, single-level buildings up to 30 percent in larger, multi-level facilities of total gross area based on programmatic goals and the building type. When analyzing existing buildings, the grossing factor, which is a measure of overall efficiency, can be calculated by dividing the total net assignable area by the total building gross area. Generally, higher efficiency factors are used for public library facilities due to the amount of open space that accommodates horizontal movement. In a multi-story building however, this is partially offset by the vertical movement required for public access, and the movement of staff, books, and other library materials.

#### **BOOKSTACKS**

Space for bookstacks accounts for approximately 40 to 50 percent of the average library building. Therefore, the planning of bookstack areas is critical to the successful functioning of the facility. There are four types of shelving used in most libraries:

- Mobile, or compact, shelving (also made of steel);
- Wood shelving; and
- Industrial shelving.

The guidelines first discuss conventional steel bookstack shelving, currently the most popular shelving used in libraries.

**Steel Bookstack Shelving** - Bracket or cantilevered steel shelving is the most widely used and universally satisfactory type of shelving for all types of libraries. It is the least expensive, most flexible, and most efficient shelving available in terms of having the largest capacity and lightest weight. Choices exist in sizes, heights, finishes, appearances such as closed-base, open-base, accessible-base for electrical and data outlets, T-base, and in accessories, including inserts to hold many types of material.

The shelving consists of slotted steel uprights or posts bolted or welded together and attached to top stretchers and bases to form a frame. Shelves, fitted with end brackets, are hooked into the slots in the uprights. Steel shelving with bolted frames requires sway braces, with turnbuckles for adjustment, in every fourth or fifth section to provide longitudinal stability.

Welded frames, while usually more expensive, do not have a problem with longitudinal stability. The standard shelf length is 36". Most library building modules are designed for this length.

Heights vary from counter height at 42 to 48", medium height at 60 to 66", intermediate height at 72 to 78", to tall at 84 to 90". The most commonly used heights are:

- 45 or 48" with a base and two adjustable shelves per single face section (two base shelves and four adjustable shelves for a double-face section);
- 72"H with a base shelf (again, two base shelves) and four or five (eight or 10) adjustable shelves; and
- 84"H with a base shelf (two base shelves) and five or six (10 or 12) adjustable shelves.

The taller shelves, at 84 to 90"H, usually require stabilizing cross bars from one double-faced section to the next, or from a single-faced section to the wall. The intermediate 72"H is the best height for a library that wants to be the truly user-friendly to the largest number of patrons. It is also an excellent height for popular materials and/or libraries that have a significant senior citizen population in the service area.

Nominal shelf depths are generally 8, 10, or 12", while the actual depths are one inch less. The "missing inch" is in the back of the shelf between the uprights. Shelf tops or canopies are normally installed on the counter height shelving. Backstops are recommended to prevent books from falling between the uprights.

**Mobile, or Compact Shelving** - Mobile, or compact, bookstack shelving eliminates the aisles between the rows of bookstacks in order to save floor space. This moveable shelving is mounted on a track system, which allows for an aisle to be placed between any two stacks while the other stacks are pushed together. The tracks can be recessed into the floor- or surface-mounted, and operated either manually or electrically.

Conventional fixed bookstacks with aisles utilize only about 30 to 35 percent of the space they occupy. Mobile shelving generally stores twice as many volumes as conventional shelving in about one-third the space. Mobile shelving costs approximately three to five times more than conventional shelving depending upon the type of movement, e.g. motorized, mechanical-assist, or no-assist.

This type of shelving also adds to the construction cost of the building because extra floor loading capacity must be designed into the building. Floor loadings vary from 60 to 80 pounds per square foot (psf) for office building, 150 to 160 psf for general library bookstack areas, 150 to 200 psf for raised floor areas, and 225 to 300 psf for mobile (compact) shelving areas. The level of efficiency will vary depending upon the equipment selected, building module, size of building columns, and installation method selected. For general planning purposes, a minimum of 20 to 25 volumes per square foot can be anticipated.

**Wood Shelving** - Wood shelving is seldom used today in public libraries because of its cost and inefficiency. It is often limited to accent or prestigious areas, like special collections. The

shelving is generally three feet wide, adjustable, and hung on inserts in a wooden box frame. It is available in single- or double-faced sections, customarily providing shelves in 8, 10, or 12" depths, plus special shelving for periodicals, children's books, etc. The wood shelving is generally available in three heights:

- A height of 60", with a base and four adjustable shelves,
- ∠ A height of 72", with a base and five adjustable shelves, and
- A height of 82", with a base and six adjustable shelves.

Wood shelving is about one-third more expensive than steel, bracket-type shelving. It is less efficient because it uses the same floor space but has limited vertical storage space due to its requirement for a top or cornice to complete it structural case. Depending on the height of books being shelved, sometimes only six shelves can be used in a section while the steel-bracket shelving section can hold seven shelves of the same material. Multiplied over several ranges, this can be a significant consideration.

**Industrial Shelving** - This type of shelving is not suitable for housing library materials, but it is useful and economical for bulk storage, supply storage, receiving rooms, and the like. Industrial shelving is available in 36 or 48" widths, and depths of 12, 18, or 24". It can be purchased with closed or open backs, in standard heights of 72, 84, or 96". It can hold up to eight shelves per section.

#### **CAPACITY OF STEEL SHELVING**

Assuming steel shelving with 48" clear and 48" end and cross aisles, the following calculations are generally used to compute maximum shelving capacities. These calculations are for preliminary computations only. The calculations further assume the following:

- Cross and end aisles will also be 48"; and
- The shelves will (ultimately) be 75 80 percent filled to allow flexibility for the collection to grow with minimal shifting. This equates to an average of eight volumes per linear foot for circulating materials, seven volumes per linear foot for non-circulating items.

**Density of Storage** - Table 1 provides the approximate number of books that can be housed in one square foot (sf) of space, as well as the average number of books that can be housed per linear foot of shelf space.

Table 1 Books Per Square and Linear Foot

	Items Per	Items Per
Туре	Square Ft.	Linear Ft.
Adult Books:		
Circulating	1 sf per 10 books	8 vols.
Reference	1 sf per 8 books	6-7 vols.
Paperbacks	1 sf per 20 books	15 vols.
Current/Display	1 sf per 5 books	5-10 vols.1
Children's Books:		
Circulating	1 sf per 18 books	10 vols.
Easy/Picture	1 sf per 26 books	14 vols.
Reference	1 sf per 8 books	6-7 vols.
Periodicals:		
Current Issues	1 sf per issue	1 issue
Backfile, Bound or Boxed	1 sf per 8 - 10 vols.	6 - 7 vols.
Government Documents	1 sf per 25 items	20-25 items
NOTE:		

1. Varies, depending upon depth of shelf.

The capacity of 72"H shelving yields an average density of 7.5 books per square foot. If 84"H shelving is used, the density is increased to 10 books per square foot, because of the general addition of one adjustable shelf per single-face section.

**Shelving Capacity in Number of Books** - The next table outlines the number of books in different categories that can usually be housed in a single- or double-face shelving.

**Table 2 Planning Guidelines for Shelving Capacities** 

Type of	No. of	Linear	Ad	lult	Yo	uth	Easy/Pic	. Book
Shelving	Shelves	Feet	Circ	Ref	Circ	Ref	Circ	Ref
84"-90"H single-face	7	21	170	120	NA	NA	NA	NA
84"-90"H double-face	14	42	340	240	NA	NA	NA	NA
72"-78"H single-face	6	18	150	115	NA	NA	NA	NA

Type of Shelving	No. of Shelves	Linear Feet	Aa Circ	lult Ref	Yo Circ	uth Ref	Easy/Pic. Circ	
72"-78"H double-face	12	36	300	230	NA	NA	NA	NA
60"-66"H single-face	5	15	120	100	150	100	NA	NA
60"-66"H double-face	10	30	240	195	300	195	NA	NA
45"-48"H single-face	3	9	75	60	90	60	125	NA
45"-48"H double-face	6	18	150	100	180	120	250	NA

**Shelving Capacity for Non-Book Items** - Shelving or housing for materials other than bound volumes is commonly calculated on a bound volume equivalency basis. Table 3 provides the equivalency calculations.

**Table 3 Non-Books Items - Equivalency Factor** 

Type of Material	Volume Equivalency Factor
16 mm and 8 mm film reel Microfilm reel	1.0 0.25
Microfiche and card (each)	0.01

#### SPACE REQUIRED FOR OTHER LIBRARY MATERIALS COLLECTION ITEMS

The library of today and tomorrow will have other materials in its collection that must be housed in order to be utilized. Table 4 addresses these items and their housing.

**Table 4 Planning Guidelines for Other Collection Items** 

	Items	Items
Туре	Per Square Ft	Per Linear Ft
Media:		
Audiocassettes	1 SF per 30 tapes	20-22 tapes
Videocassettes	1 SF per 20 cassettes	8-10 items
Compact Disk (CD)	1 SF per 30 discs	15-20 discs

Туре	Items Per Square Ft	Items Per Linear Ft	
Microforms:			
Film	.09 SF per roll	NA	
Fiche	1 SF per 200 sheets	NA	
Special Items:			
Maps and Prints	40 SF per map case		
Pamphlet (Vertical) Files	18 SF per cabinet	18 SF per cabinet	
Microform Cabinets	18 SF per cabinet		
Picture Files	18 SF per cabinet		

#### **SEATING**

Space for users, or readers, seating usually consumes the second greatest amount of space in a typical library building. The amount of space consumed by seating will, of course, depend upon the total number of seats and seating type provided. Table 5 provides a means to estimate the total number of seats in a library, exclusive of conference and meeting rooms. Table 6 provides square footage requirements per seat for different seating types.

The Number of User Seats - Experience indicates there is a correlation between the total number of user seats to be provided and the size and type of the library materials collection(s). Collection size is easily quantified. Collection type refers to the type of materials, e.g. browsing, reference, and/or research. In larger libraries it is not uncommon for all three types to be present. The following table illustrates the most general of approaches to determining the number of user seats to be provided.

Table 5 **Planning Guidelines for Number of User Seats** 

Collection Type	Ratio of Vols. to User Seats
Browsing	1,200 - 1,500 to 1 (1,200/1,500:1)
Reference	800 - 1,000 to 1 (800/1,000:1)
Research	500 - 700 to 1 (500/700:1)

Space Needs Per Person - Once the number of user seats has been determined, planning guidelines for space per seat can be applied to compute the amount of space required for user seating.

**Table 6 Planning Guidelines for User Seating Per Person** 

Seating for Users	SF per each
Adult/Youth at reading table	25
Adult at oversize (5' x 7') reading table	30
Adult at lounge seating	30-40
Youth at lounge seating	25-30
Adult/Youth at carrel	35
Adult/Youth at slant-top table	15 - 20
Adult/Youth at microfilm reader/printer (or reader only	48
Adult/Youth computer workstation	36 - 48
Auditorium seating;1	
Fixed seats	10-12
Stack chairs	10-15
Bench (2 seats)	10
Conference room w/conference table1	25-30
Index table (4' x 9') with 3 seats on each side	20
Multi-Purpose room;1	
Stack chairs theater style	10-12
Stack chairs at narrow tables	15-20
Public access computer terminal (stand-alone unit)	24
Young child at floor seating	5

-----

#### NOTE:

1. Although listed here, this type of seating should not be computed as part of user seating needs.

#### **STAFF WORK SPACE**

Workroom and office space for staff is the third major element of space. Like user seating, the amount of space will depend upon the number of staff and the type of workspace provided.

**Table 7 Planning Guidelines for Staff Work Spaces** 

Type of Work Space	NSF Per Each
Work station - 6' x 6'	36
Work station - 6' x 8'	48
Work station - 8' x 8'	64
Work station - 8' x 10'	80
Office/workstation for secretary and reception area	100 - 200
Office/workstation for librarian	100 - 120
Office/workstation for manager	120 - 180
Office for administrator	150 - 225

Type of Work Space	NSF Per Each
Office for director	200 - 400
Work table (3' x 5') w/two task chairs	75
Work table (4' x 6') w/four task chairs	96

#### **OTHER ITEMS**

After the collection, seating, and staffing spaces have been determined, space must also be provided to accommodate a variety of other items. Table 8 describes these other items, and indicates the amount of space each item requires.

**Table 8 Planning Guidelines for Other Items** 

Item	SF Per Each
Atlas/dictionary stand (free-standing)	25
Book truck	8
Card catalog units:	
Free-standing 60-drawer unit	45
Built-in 60-drawer unit	21
Display cases:	
Free-standing	30-50
Wall-mounted	20-30
Media cabinet w/drawer extended	20
Media display units:	
For 1,200 audiocassettes	40
For 240 videocassettes	40
For 440 CDs	40
Photocopy machine (floor model) w/change and telefax machine	48
Public service station/desk per staff at station (circulation)	80-120
Public service station/desk per staff at station (reference)	80-120
Storage room	100-400
Staff lockers (half-size)	2.5 nsf per FTE
	staff/volunteer
Staff lockers (full-size)	5 nsf per FTE
	staff/volunteer
Staff room (central [main] library)	15 nsf per FTE
	staff/volunteer
Staff room (branch library)	25 nsf per FTE
	staff/volunteer
Supply room	100 - 400
Supply cabinet	36-48

#### CONCLUSION

These planning guidelines are intended to provide general direction for the initial effort at planning adequately for new library construction, expansion of an existing facility, or renovation of a older building. The guidelines have served PROVIDENCE well the past 21 years. We believe they provide a sound basis for projecting the space needs for all types of libraries.

As planners and consultants we update the guidelines on a regular basis, since changing technologies and other developments are forever having an impact today on effective space planning for the library of tomorrow.

#### **PROVIDENCE** Associates Inc

Library Planners Consultants
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Cottonwood, AZ 86326-5340
520.639.2798 Telephone 520.639.4352 Telefax
aneyeforit@sedona.net

#### LIBRARY DEVELOPMENT IMPACT FEE

#### **SURVEY**

CITY:		
1. Has your City enacted Development Impact Fees?	Yes	No
2. Has it enacted an Impact Fee for Libraries?	Yes	No
3. Date(s) of enactment:		
4. Basis of fee?		
5. Can the fees be adjusted or updated (i.e., CPI)? Date of	of last adjustn	nent:
5. Are the fees <i>area or project</i> specific?		
7. Are they applicable for a.) construction b.) equipment		d.) all (circle all that apply)

Please attach the current rate schedule or copy of the ordinance or resolution and return to PROVIDENCE by April 30, 2001, using the enclosed SASE. Thank you.

#### Section 20440, Appendix 1

## APPLICATION FORM

# CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

#### Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

#### **APPLICATION FORM INSTRUCTIONS:**

- **▶** Limit comments throughout the entire form to the space provided unless otherwise stated.
- ► Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.
- Attachments shall not be accepted unless required by regulation or called for in the application form.
- ► Applicants shall submit a completed Application Form and six additional copies of the form.

  (See section 20440 for complete application submittal requirements)

## PROJECT IDENTIFICATION

1. Official Name	of Project: •			
2. Type of Appli	cant Jurisdiction: • (Check one o	nly) City County	City/County	District
3. Grant Applica	ant Name: 🕨			
		Legal name of jurisdiction tha	at will own building	
(For multipurpose pr	ojects, list the legal name of the juriso	dictions that will own the public l	ibrary portion of the m	nultipurpose building.)
4. Authorized Of	ficial of the Applicant Jurisdic Mayor, Chairperson of Board	tion: •	District, authorized to	sign the application
Title: •	Phone:	E-mail: •		
Address: •				
5. Project Coord	linator:   Name of individual who will have		project for the applica	ant local jurisdiction
Title: •	Phone: •	E-mail: •		
Address: •				

Title:	Phone:	E-mail: •	
Address: •			
7 Hoad of Dlanni	ng Donortmont: A		
7. Head of Flamin	(For the applic	ant jurisdiction, if applicable. Special Districts are exempt.)	
Title: •	Phone: •	E-mail: •	
Address: •			
8. Head of Public If Applicable: Hea	Works or General Services I ad of Public Works or General Services	epartment:	exempt
Title: •	Phone:	E-mail: •	
Address: •			
Operating Libra	ary Jurisdiction:   •		
9. Operating Libra	ary Jurisdiction:   •	Legal name of library that will operate the public library.	
	r Name: ♦	Legal name of library that will operate the public library.	
10. Library Directo	r Name: • Public library	Legal name of library that will operate the public library.  director for the library jurisdiction that will operate the public libra	-
10. Library Directo	r Name: • Public library	Legal name of library that will operate the public library.	-
<b>10. Library Directo</b> Title: <b>♦</b>	r Name:  Public library Phone:	Legal name of library that will operate the public library.  director for the library jurisdiction that will operate the public libra	
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In Alternate Librate fithe librate Address:  Address:  Address:  Address:  Address:  Address:  Address:  Title:  Title	Phone: Phone: Public library  Phone:	lirector for the library jurisdiction that will operate the public library.    E-mail:	/ director

<ol><li>Technology Pla</li></ol>	nnning Consultant: ♦		
		(If applicable)	
Title: •	Phone: •\	E-mail:	_
Address: •			
14 Project Archite	ct· 🛦	License#	
Providing construct	ion budget estimate and/or conce	License#eptual plans.	
Title: •	Phone:	E-mail: •	
Address: •			
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is. Project Manage	er: 🕴	(If applicable)	
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16. Construction ivi	anager: •	(If applicable)	
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17. Comptunation C	ant Fatimenton. A		
17. Construction C	ost Estimator:	(If applicable)	
Title: •	Phone: •	E-mail:	
Address: ♦			
10 Hazardaus Mat	torials Consultant.		
io. Hazaidous iviat	enais Consultant. ¥	(If applicable)	
		E-mail: •	
Address: •			
19. Project Interior	Designer:		
		(If applicable)	
Title: •	Phone: •	E-mail:	
Address: •			

New Public Library Building	<b>Gross Total Project Square Footage</b>
1. Construction of a New Public Library Building	<b>▶</b> SF
2. Conversion of an Existing Building into a New Public Library Building	g •SF
3. Conversion and Expansion of an Existing Building into a New Public	
Gross Square Footage	de both new & remodeled square footage.)
Remodeling: SF	
Expansion: SF	
Priority:  First Priority "Joint Use"	
Co-Location Joint Use	
Joint Venture Joint Use	
Computer Center Share	ed Electronic/Telecommunications
Family Literacy Center Subje	ect Specialty Center
Homework Center Care	er Center
Other similar collaborative library service	s with direct benefit to K-12 students
Specify:	
Second Priority "All Others"	
Existing Public Library Building	Gross Total Project Square Footage
4. Remodeling an Existing Public Library Building	•SF
5. Remodeling and Expansion of an Existing Public Library Building	Fade both new & remodeled square footage.)
Gross Square Footage	de boil new a remodeled square rootage.y
Remodeling: SF	
Expansion: SF	
First Priority	
A public library project in the attendance area of a public school tha access to computers and other educational technology.	nt has inadequate infrastructure to support
"Inadequate infrastructure" is defined as an incoming telecommunic equal to or less than 512 thousand bits per second (512K bps).	ation connection to a school building of
Name of Public School:	
Second Priority "All Others"	
Field Act Applicability (Joint use projects only)	
The state of the s	

Multipurpose Buildings (Multipurpose Building Proje	ects Only)		
Is the project a Multipurpose Building? Yes	No		
(A multipurpose building is a multi-occupant facility, part of which is a pu	ublic library and pa	rt of which is used t	for other purposes.)
Types of Multipurpose Building Uses & Square Foo	otage Alloca	tions	
Space Use		SQ FT	%
Dedicated to Public Library Use     (Including Public Library / School Library Use, if Joint Use Project)	_	SF	
2. Dedicated to "Other" Uses	<u>SQ FT</u>		
A. Specify:		SF	
B. Specify:		SF	
C. Specify:		SF	
D. Specify:	_	SF	
E. Specify:	_	SF	
F. Specify:		SF	
G. Specify:		SF	
H. Specify:	_	SF	
3. Subtotal: Dedicated to "Other" Uses		Add Lines 2A SF thru 2H SF	
4. Common Areas <sup>1</sup>			
5. Subtotal: Total of Common Areas 1	Mus		<b>SF</b> e 7 <b>S</b> F
	<u>SQ FT</u>		
6. Public Library Pro Rata Share of Common Areas <sup>1</sup>	Line 5 SF x % in Line 1	=	
7. "Other" Uses Pro Rata Share of Common Areas <sup>1</sup>	Line 5 SF x % in Line 3	F	
8. TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE	_	d Lines 1 SF, 3 SF, & 5	SF SF
9. SF ATTRIBUTABLE TO PUBLIC LIBRARY USE	SF ne 1 SF + Line 6 SF		

<sup>1 &</sup>quot;Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.

## PROJECT PLANNING INFORMATION

## **Population Growth**

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

- (a) Within the official boundaries of the applicant jurisdiction, and
- (b) Within the service area of the proposed project, but
- (c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

#### All Projects:

1.	Public library project's service area 1980 population:			
2.	Source:			
<i>3</i> .	Population Percentage Change from 1980 to 2000: %			
4.	Public library project's service area 2000 population:			
5.	Source:			
6.	Population Percentage Change from 2000 to 2020: %			
7.	Public library project's service area 2020 population:			
8.	Source:			
Joint Use Projects (Both Co-location & Joint Venture Projects):  9. Project's public school attendance area(s) 1980 student population:				
10.	Source:			
11.	Population Percentage Change from 1980 to 2000:%			
12.	Project's public school attendance area(s) 2000 student population:			
13.	Source:			
14.	Population Percentage Change from 2000 to 2020:			
15.	Project's public school attendance area(s) 2020 student population:			

Existing Library Facility Square Footage			
Existing Public Library:			
<ol> <li>The current gross square footage of the existing public library(s) being replaced is: ▶SF</li> <li>If no existing public library facility, enter "0."</li> </ol>			
Existing School Library: (Co-located Projects Only)			
2. The current gross square footage of the existing school library(s) being replaced is: ♦SFSFSFSF			
Library Facilities Master Plan			
Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.			

Age of the Existing Library Facili	ty
See Definition of "Existing Public Library," section 20	0430.
All Projects	
When was the existing public library building(s) that will be replaced or improved built?	
	If proposed project will replace more than one building, list the oldest of the buildings.
Co-Located Joint Use Projects Only	
In addition to the information listed above	:
When was the existing school library building(s) that will be replaced or improved built?	
	If proposed project will replace more than one building, list the oldest of the buildings.
Condition of the Existing Library	Facility
See Definition of "Existing Public Library," section 20	0430.
<u>All Projects</u>	
3. When was the most recent structural <sup>1</sup> renovation expansion of the existing public library building (six to be replaced or improved by the proposed)	s) that If no existing public library facility, enter "N/A"
	If proposed project will replace more than one building, list the oldest of the buildings.
Co-Located Projects Only	
In addition to the information listed above	:
4. When was the most recent structural <sup>1</sup> renovation expansion of the existing school library building (is to be replaced or improved by the proposed	s) that If no existing school library facility, enter "N/A"
	If proposed project will replace more than one building, list the oldest of the buildings.

<sup>1</sup> Pertaining to the load bearing elements of the building

# SITE INFORMATION

Ownership and Availability Site	
1. Is the library site currently owned by the applicant?	Yes No
2. Will the library site be owned by the applicant?	Yes No
3. Will the library site be leased by the applicant?	Yes No
4. If the library site will be leased, provide the name of the owner:	<u> </u>
<ol> <li>Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? [See Education Code section 19995 (c)]</li> </ol>	Yes No
6. Is the site currently dedicated to the operation of a public library?	Yes No
<b>Building</b> (For Conversion Projects Only)	
7. Is the building to be converted currently owned by the applicant?	Yes No
8. Will the building be owned by the applicant?	Yes No
Title Considerations	
Site	
<ul><li>9. Are there any exceptions to marketable record title?</li></ul>	□Yes □ No
	□Yes □ No
9. Are there any exceptions to marketable record title?	□Yes □ No
9. Are there any exceptions to marketable record title? <b>Building</b> (For Conversion Projects Only)	Yes No
9. Are there any exceptions to marketable record title?  **Building** (For Conversion Projects Only)*  10. Are there any exceptions to marketable record title?  **Appraisal**	Yes No
9. Are there any exceptions to marketable record title?  **Building** (For Conversion Projects Only)*  10. Are there any exceptions to marketable record title?  **Appraisal**  (No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local Site**  11. What is the appraised value of the library site?  **  **  **  **  **  *  **  **  **  *	Yes No
9. Are there any exceptions to marketable record title?  **Building** (For Conversion Projects Only)*  10. Are there any exceptions to marketable record title?  **Appraisal** (No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local **Site**  11. What is the appraised value of the library site? (or library portion of site, if multipurpose project)  **Site**  *	Yes No  I matching fund credit.)
9. Are there any exceptions to marketable record title?  Building (For Conversion Projects Only)  10. Are there any exceptions to marketable record title?  Appraisal (No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local  Site  11. What is the appraised value of the library site? (or library portion of site, if multipurpose project)  12. Does the appraiser have a State Certified General Real Estate Appraiser's License?	Yes No  I matching fund credit.)

Site Use Potential
Accessibility
Describe the accessibility of the proposed site for the residents in the library service area:
Equal Access
Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.
Public Transit Access  ► Number of public transit stops located within ¼ mile of site:
If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

Pedestrian &	<b>Bicycle</b>	Access
--------------	----------------	--------

Describe other access opportun amount and location of bicycle				ans for
Automobile Access				
Describe the site's accessibility consideration traffic, traffic syste			rvice area. Ta	ake into
Proximity to Major Thoroughfares				
List the major arterial routes in the	e library service area with the	most recent traffic o	counts (number	of
vehicles per day):	Number			
Street Name	of Blocks <u>from Site</u>	Traffic <u>Count</u>	Count <u>Date</u>	
1	<del></del>			
2				
3				
4				

Libr	ary Automo	bile Parking		
1.	Number of	library parking spaces available off street, on library site spaces		
2.		library parking spaces available off street, off library site		
3.		parking spaces available on streetspaces of front door)		
4.	Total Numb	per of Spaces Available for Library Parkingspaces		
Zon	ing Require	ments		
5.	Number of	on-site library parking spaces required by local zoning		
6.	Was a zonir	ng variance or waiver obtained for the project for parking? Yes No		
7.	7. If so, by how many spaces were the parking requirements reduced? spaces			
8. Provide number of square feet per parking space as required by local zoning				
9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations:  SF				
Aut	omobile Par	rking to Building Square Footage Ratio		
10.	Calculate:	# of Square Feet of Parking SF		
		# of Square Feet of Building SF of Parking/1 SF of Building	9	
Ex	ample:	# of Square Feet of Parking 15,000 SF = 1.5 SF of Parking / 1 SF of Building		
		# of Square Feet of Building 10,000 SF		
Libr	ary Bicycle	Parking		
	11. Total Number of Spaces Available for on-site Library Bicycle Parking			

Parking Rationale
Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the
library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle
parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile
parking requirements including, but not limited to, parking partnerships with shared use agreements.
Vicibility
Visibility
Describe how visible and prominent the public library building will be within the library service area.

Community Context & Planning
Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.
Site Selection Process
Describe the site selection process including community and planning department involvement consultant assistance, as well as any other pertinent activities associated with determining the best sit for the library project.

# Site Selection Summary Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

#### **Site Description**

Size			
The total square footage of the library site should equal the square foo <u>All Projects</u> (Except Multipurpose Buildings)	tage shown in 1 through 8 below: Square Footage		
1. Proposed Library Building Footprint <sup>1</sup>	SF		
2. Proposed Library Surface Parking Lot	SF		
3. Proposed Library Parking Structure Footprint <sup>1</sup>	SF		
4. Future Library Building Expansion Footprint <sup>1</sup>	SF		
5. Future Library Parking Expansion	SF		
6. Required Local Zoning Set-Backs	SF		
7. Desired Aesthetic Set-Backs & Amenities	SF		
8. Miscellaneous & Unusable Space	SF		
9. Total Square Footage of Library Project Site	SF		
10. Proposed Under-Building Parking	SF		

<sup>&</sup>lt;sup>1</sup> "Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint of 5,000 square feet.

Multipurpose Building Projects Only	A Library <sup>2</sup> Dedicated <u>SQ FT</u>	B Library Portion of Common SQ FT	C Other <sup>3</sup> Common <u>SQ FI</u>	D Other <sup>3</sup> Dedicated <u>SQ FI</u>
1. Proposed Building				
Proposed Surface Parking Lot				
3. Proposed Parking Structure				,
4. Future Building Expansion				
5. Future Parking Expansion				
6. Required Local Zoning Set-Backs				
7. Desired Aesthetic Set-Backs & Amenities				
8. Miscellaneous & Unusable Space				
9. Total Square Footage of Multipurpose Project Site				
10. Proposed Under-Building Parking		·		

<sup>&</sup>lt;sup>2</sup> Library means that portion of the project that provides space for the delivery and support of public library direct services,

including joint use school library services (co-location or joint venture).

<sup>&</sup>lt;sup>3</sup> "Other" uses means any other space that does <u>not</u> provide for the delivery and support of public library direct services.

Zoning	
Classification	
What is the current zoning classification of the site?	
2. Will the site have to be rezoned to build the project?	Yes No
Variance or Waiver	
3. Will a zoning variance or waiver be needed to build	the project? Yes No
4. If so, list the date the variance or waiver has been or	will be granted?  (Date)
	(bate)
Permits & Fees	
Permit & Fees Identification	
Provide a list of any site permits or fees that have been c	
Permit or Fee	Date Obtained or <u>Cost of Permit or Fee</u> <u>will be Obtained</u>
5	\$
6	\$
7	\$
8	\$
<ul><li>Drainage</li><li>9. Is the site in the 100-Year Flood Plain?</li></ul>	Yes No
10. Do any watercourses that require control drain onto	the site? Yes No
11. Do any watercourses that require control drain off th	e site? Yes No
12. Is the storm sewer system currently adequate to preven	t localized flooding of the site? Yes No
Describe any necessary mitigation measures regarding of	Irainage.

CEQA Litigation	
Are there any unresolved legal actions pending against the project regarding (	CEQA compliance? If so
provide the case name, court number, and a brief explanation.	
in a many O a management than	
nergy Conservation	
Describe what measures (include building design, solar orientation, materia	
natural ambient lighting, etc.) are planned to reduce energy consumption an	a operating costs for the
library.	

**Historic Buildings** 

Historic Status		
Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago?	Yes	No 🗌
Is the existing library building project, or any buildings on adjacent properties:		
2. On the National Register of Historic Places?	Yes	No
3. A National Historic Landmark?	Yes	No
4. A National Monument?	Yes	No
5. On County or Municipal Historic Designation list?	Yes	No
6. On the California Register of Historical Resources list?	Yes	No
7. A California Historical Landmark?	Yes	No
8. A State Point of Historical Interest?	Yes	No
Federal Compliance		
9. Will this project utilize Federal funds or require a permit or license from a Federal Agency?	Yes	No
10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed?	Yes	No
If not, please explain.		

State Historic Preservation Office (SHPO)
Has the State Historic Preservation Office been contacted regarding the project? Yes No
If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.
Local Historic Preservation Ordinance  2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties?  Yes No
If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

Geotechnical Report	
Identify and summarize any special geologic conditions, includin	g, but not limited to, compressible and
expansive soils, tunnels and mine shafts, unstable slopes, active	
and areas prone to liquefaction. Indicate if these conditions will	prevent the use or significantly increase
the cost of developing the site for a public library building.	
Demolition	
Describe any necessary demolition of structures and the associate (If no demolition, indicate by "N/A")	ed costs involved with the site.
Structure(s) to be Demolished	<b>Demolition Cost Estimate</b>
1	<b>\$</b> \$
2	<b>)</b> \$
3	<b>)</b> \$
4	• \$
5	<b>)</b> \$
6	<b>)</b> \$
Total Demolition:	<b>)</b> \$

Utilities			
Describe availability of feet of a property line of		ed costs if any utilities are	e not currently located within 100
<u>Utilit</u> y	<u>Availabilit</u> y	Cost to bring Se	rvice to Site (Ineligible)
1. Electricity	Yes No	<b>*</b> \$	
2. Fiber Optic Cable	Yes No	<b>*</b> \$	
3. Telephone	Yes No	<b>*</b> \$	
4. Gas	Yes No	<b>*</b> \$	
5. Cable TV	Yes No	<b>)</b> \$	
6. Storm Sewer	Yes No	<b>*</b> \$	
7. Sanitary Sewer	Yes No	<b>)</b> \$	
8. Water	Yes No	<b>*</b> \$	
Site Developmer	nt		
•	0 foot utility tie-ins are loca	al ineligible expenses, but shall	be identified and included in the budget
Site Development Co	-	<u>Eligible</u>	<u>Ineligible</u>
1. Utilities		♦\$	<b>)</b> \$
		<b>)</b> \$	
3. Special Foundation	n Support (pilings, etc.)	<b>)</b> \$	
4. Paving, curbs, gutt	ers & sidewalks	<b>)</b> \$	• \$
5. Retaining Walls		<b>)</b> \$	• \$
6. Landscaping		<b>)</b> \$	• \$
7. Signage		<b>)</b> \$	
8. Lighting		<b>)</b> \$	
9. Removal of underg	ground tanks	<b>)</b> \$	
10. Removal of toxic m	naterials	<b>)</b> \$	
11. Rock removal		<b>)</b> \$	
12. Traffic signals		<b>)</b> \$	
Other (Specify):			
		<b>)</b> \$	<b>\$</b>
14		<b>)</b> \$	• \$
15 TOTAL SITE DEVELOR	PMENT COSTS		

## FINANCIAL INFORMATION

## Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

Construction Cost Indov Annua colo	
Construction Cost Index Approach:	
To justify the eligible projected construction cost estimate for	new construction, applicants shall complete the following:
January 2002 current costs per square foot:     A. For new facilities:     B. For square footage added to an existing building.	\$202/SF g, i.e. "expansions": \$238/SF
Multiply the appropriate County Locality Adjustment Factor (2B) by section 20436 (c) (1) to obtain the "Locally Adjusted Construction Co	
County Locality	Appropriate
2) A. County: B. Adjustment Factor: Name of Project County	X C. New Cost/SF: \$/SF =D. \$/SF (Select: 1A or 1B)
[Example: Solano 1.0	07 X \$202/SF = \$216/SF]
3) A. Locally Adjusted Construction Cost Per Square Foot:	\$ / SF (Re-enter Line 2D)
The "Locally Adjusted Construction Cost per Square Foot" (3,7 each month from January 1, 2002, through to the estimated	
Multiply the number of months (4A) times .002 (1/5%) to get an i "Locally Adjusted Construction Cost per Square Foot" figure (4C) to	
Number Inflation	Locally Adjusted Additional \$/SF
4) A. of Months: X .002 = B. Factor: X C.	
(1/5%)	(Re-enter 3A)
[Example: 14 X .002 = .028 X	\$216/SF = \$6/SF]
	· ,
	\$216/SF = \$6/SF] the "Locally Adjusted Construction Cost per Square Foot" figure
[Example: 14 X .002 = .028 X  Add the resulting "Additional Cost per Square Foot" figure (5A) to a (5B) to get the "Eligible Projected Construction Cost per Square Foot Additional Locally Adjusted	\$216/SF = \$6/SF]  the "Locally Adjusted Construction Cost per Square Foot" figure (5C):  Eligible Projected
[Example: 14 X .002 = .028 X  Add the resulting "Additional Cost per Square Foot" figure (5A) to a (5B) to get the "Eligible Projected Construction Cost per Square Foot"	\$216/SF = \$6/SF]  the "Locally Adjusted Construction Cost per Square Foot" figure (5C):  Eligible Projected  _/SF = C. Construction \$/SF: \$/SF
[Example: 14 X .002 = .028 X  Add the resulting "Additional Cost per Square Foot" figure (5A) to a (5B) to get the "Eligible Projected Construction Cost per Square Foot Additional Locally Adjusted  5) A. Cost/SF: \$/SF + B. Construction \$/SF: \$	\$216/SF = \$6/SF]  the "Locally Adjusted Construction Cost per Square Foot" figure (5C):  Eligible Projected  /SF = C. Construction \$/SF: \$/SF er 4C)
[Example: 14 X .002 = .028 X  Add the resulting "Additional Cost per Square Foot" figure (5A) to a (5B) to get the "Eligible Projected Construction Cost per Square Foot Additional Locally Adjusted  5) A. Cost/SF: \$/SF + B. Construction \$/SF: \$ (Re-enter 4D) (Re-enter 4D)	\$216/SF = \$6/SF]  the "Locally Adjusted Construction Cost per Square Foot" figure (5C):  Eligible Projected  /SF = C. Construction \$/SF: \$/SF er 4C)
[Example: 14 X .002 = .028 X  Add the resulting "Additional Cost per Square Foot" figure (5A) to a (5B) to get the "Eligible Projected Construction Cost per Square Foot Additional Locally Adjusted  5) A. Cost/SF: \$/SF + B. Construction \$/SF: \$ (Re-enter 4D) (Re-enter 4D)	\$216/SF = \$6/SF]  the "Locally Adjusted Construction Cost per Square Foot" figure (5C):  Eligible Projected  /SF = C. Construction \$/SF: \$/SF er 4C)  /SF = \$222/SF]  ject is calculated by multiplying the "Eligible Projected"
Example: 14 X .002 = .028 X	\$216/SF = \$6/SF]  the "Locally Adjusted Construction Cost per Square Foot" figure (5C):  Eligible Projected /SF = C. Construction \$/SF: \$/SF  er 4C)  /SF = \$222/SF]  ject is calculated by multiplying the "Eligible Projected bumber of square feet of new construction:  \$ /SF
Example: 14 X .002 = .028 X	\$216/SF = \$6/SF]  The "Locally Adjusted Construction Cost per Square Foot" figure (5C):  Eligible Projected /SF = C. Construction \$/SF: \$/SF  er 4C)  /SF = \$222/SF]  ject is calculated by multiplying the "Eligible Projected bumber of square feet of new construction:
Example: 14 X .002 = .028 X	\$216/SF = \$6/SF]  The "Locally Adjusted Construction Cost per Square Foot" figure (5C):  Eligible Projected  /SF = C. Construction \$/SF: \$/SF  er 4C)  /SF = \$222/SF]  ject is calculated by multiplying the "Eligible Projected number of square feet of new construction:  \$/SF  (Re-enter 5C)
Example: 14	\$216/SF = \$6/SF]  the "Locally Adjusted Construction Cost per Square Foot" figure (5C):  Eligible Projected /SF = C. Construction \$/SF: \$/SF  er 4C)  /SF = \$222/SF]   ject is calculated by multiplying the "Eligible Projected fumber of square feet of new construction:  \$/SF  (Re-enter 5C) SF  \$
Example: 14	\$216/SF = \$6/SF]  the "Locally Adjusted Construction Cost per Square Foot" figure (5C):  Eligible Projected  /SF = C. Construction \$/SF: \$/SF  er 4C)  /SF = \$222/SF]   ject is calculated by multiplying the "Eligible Projected number of square feet of new construction:  \$/SF  (Re-enter 5C) SF  \$sarchitect is lower than the figure in Line 8, the applicant cost in the applicant's area.

Comparable	<b>Public</b>	Construction	Ap	proach:
------------	---------------	--------------	----	---------

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. [See section 20436 (c)(3)] List a minimum of three comparable public construction projects that have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizen centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development

utilities, or landscaping; surface and under build	ling parking; works of art;	shelving; furniture; built-		
workstations, or other casework; movable equipments	nent; or architectural and e	ngineering tees. Constru	ıction	
<u>Project</u>	Date Bid	Cost		Example:
Α		\$	/SF	\$230/SF
В		<u> </u>	/SF	\$210/SF
C		<u> </u>	/SF	\$220/SF
D		<u> </u>	/SF	
E. TOTAL		\$	/SF	\$660/SF
10) Locally Determined Comparable Cost Po	er Square Foot (\$/SF):			
Divided by	=	<b>\$</b>	/SF	
	Projects	Locally Determine Cost per So		
Example: \$660/SF Divided by	3 =	\$22	O/SF	
The "Locally Determined Comparable Cost programme for each month from January 1, 2002, through				t per month
Multiply the number of months (11A) times .002 (1. "Locally Determined Comparable Cost per Square				
Number Inflation	Locally De			
11) A. of Months: X .002 = B. Factor: (1/5%)	X C. Compara	ible \$/\$F:		/SF
[Example: 14 X .002 =	.028 X	\$220/SF	= \$	6/SF]
Adding the resulting "Additional Cost per Square F figure (12B) gives the "Eligible Projected Construct			ction Cost per So	quare Foot"
Additional Locally De	etermined	Eligible Projec	eted	
12) A. Cost/SF: \$/SF + B. Construction (Re-enter 11D)	ction \$/SF: \$ (Re-enter 11		\$/SF: \$	/SF
[Example: \$6/\$F +	\$220/SF	=	\$226	/SF]
The "Eligible Projected Construction Cos Cost per Square Foot" figure (12C) times			Projected Co	onstruction
				/CF
13) The Eligible Projected Construction \$/SF Multiplied By	` <b>.</b>		Re-enter 12C)	/SF
14) The Square Footage of New Construction Equals	on:			SF
15) The Eligible Projected Construction Cost	t:	\$		
If the projected construction cost estimated shall use the lower figure as the normal publi			e in Line 15, th	e applicant
A 10% project contingency amount is al Construction Cost by 10%:	lowed and is calcula	ted by multiplying the	e total Eligible	e Projected
16) Eligible Contingency: (10% of Line 15)		\$		

## Library Project Budget (All projects <u>except</u> Multipurpose Projects)

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

lir there are no costs in any line item below for the project, specify b Line Items:	Eligible	<u>Ineligible</u>
1) New Construction	\$	\$
2) Remodeling Construction	\$	\$
3) Contingency	\$	\$
4) Appraised Value of Building	\$	\$
5) Appraised Value of Land	\$	\$
6) Site Development	\$	\$
7) Site Demolition	\$	\$
8) Site Permits & Fees	\$	\$
9) Site Option to Purchase Agreement	\$	\$
10) Furnishings & Equipment Costs	\$	\$
11) Signage	\$	\$
12) Architectural & Engineering Fees	\$	\$
13) Construction Cost Estimator Fees	\$	\$
14) Interior Designer Fees	\$	\$
15) Geotechnical/Geohazard Reports	\$	\$
16) Hazardous Materials Consultant Fees	\$	\$
17) Energy Audit, Structural Engineering, Feasibility & ADA Studies	\$	\$
18) Library Consultant Fee	\$	\$
19) Construction/Project Management	\$	\$
20) Other Professional Fees	\$	\$
21) Local Project Administration Costs	\$	\$
22) Works of Art	\$	\$
23) Relocation Costs & Moving Costs	\$	\$
24) Acquisition of Library Materials	\$	\$
25) Other (Specify):	\$	\$
26) Other (Specify):	\$	\$
27) Other (Specify):	\$	\$
28) TOTAL PROJECT COSTS:	\$	\$

Sources of Project Revenue (All projects except Multipurpose Pr	rojects)	
29) State Matching Funds (65% of Line 28 <sup>1</sup> Eligible Costs)	\$ _	
30) Local Matching Funds (Line 28 Eligible Costs minus Line 29)	\$ _	
[Must also equal the total of Lines 31 - 35] Sources of Local Matching Funds:		
31) City	\$ _	
32) County	\$ _	
33) Special District	\$_	
34) Private	\$_	
35) Other (Specify:)	\$ _	
36) Local Credits [Land² and A&E Fees]	\$_	
37) Adjusted Local Match [Line 30 minus Line 36]	\$_	
38) Supplemental Local Funds [Same as Line 28 Ineligible]	\$_	
39) TOTAL PROJECT INCOME: [Add Lines 29, 30, and 38]	\$_	
<sup>1</sup> Up to a maximum of \$20,000,000		
<sup>2</sup> Land credit is not allowed for land acquired by funds from the "Class Size Facilities Bond Act of 1998" [See Education Code section 19995 (c) which refe the Education Code)		
Projected Library Operating Budget (New Public Libraries, including Conversion Projects except Multipurpose Pro  EXPENDITURES	ojects) INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	¢	\$
2. Facilities Costs	\$ \$	\$ \$
Insurance Maintenance (Including Custodial, Trash, Landscaping, etc.) Security Utilities Other (Specify):	<b>*</b>	<b>4</b>
3. Equipment & Supplies Costs  Equipment Supplies	\$	\$
4. Materials Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	\$	\$
5. Other Allocations (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify):	\$	\$
6. Miscellaneous (Other)	\$	\$

Multipurpose Project Budget (With Library Project Budget) (Multipurpose Projects Only)
If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	A Library¹ Dedicated Eligible	B Library Portion of Common Eligible	C Library Total <u>Eligible</u>	<b>D</b> Library Total <u>Ineligible</u>	E Other <sup>2</sup> Total <u>Ineligible</u>
1. New Construction	\$	_	\$	\$	\$
2. Remodeling Construction	\$	\$	\$	\$	\$
3. Contingency	\$	\$	\$	\$	\$
4. Appraised Value of Building	\$	\$	\$	\$	\$
5. Appraised Value of Land	\$	\$	\$	\$	\$
6. Site Development	\$	\$	\$	\$	\$
7. Site Demolition	\$	\$	\$	\$	\$
8. Site Permits & Fees	\$	\$	\$	\$	\$
9. Site Option Agreement	\$	\$	\$	\$	\$
10. Furnishings & Equipment Costs	\$	\$	\$	\$	\$
11. Signage	\$	\$	\$	\$	\$
12. Architectural & Engineering Fees	\$	\$	\$	\$	\$
13. Construction Cost Estimator Fees	\$	\$	\$	\$	\$
14. Interior Designer Fees	\$	\$	\$	\$	\$
15. Geotechnical/Geohazard Reports	\$	\$	\$	\$	\$
16. Hazardous Materials Consultant Fees	\$	\$	\$	\$	\$
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	\$	\$	\$	\$	\$
18. Library Consultant Fees	\$	\$	\$	\$	\$
19. Construction/Project Management	\$	\$	\$	\$	\$
20. Other Professional Fees	\$	\$	\$	\$	\$
21. Local Project Administration Costs	\$	\$	\$	\$	\$
22. Works of Art	\$	\$	\$	\$	\$
23. Relocation Costs & Moving Costs	\$	\$	\$	\$	\$
24. Acquisition of Library Materials	\$	\$	\$	\$	\$
25. Other (Specify):	\$	\$	\$	\$	\$
26. Total Project Costs:	\$	\$	\$	\$	\$

<sup>&</sup>lt;sup>1</sup> Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).

<sup>&</sup>lt;sup>2</sup> "Other" uses means any other space that does not provide for the delivery and support of public library direct services.

Sources of Multipurpose Project Revenue (Multipurpose Projects Only)		
27. State Matching Funds (65% of Line 26 Total Eligible Costs1)\$		
	cal Matching Fundsblumn C, Line 26 minus Line 27. Must also equal the total of Lines	
Sou	rces of Local Matching Funds:	
29	City	\$
30	County	\$
31	Special District	\$
32	Private	\$
33	Other (Specify:	
34. Lo	cal Credits (Land <sup>2</sup> and A&E Fees)	\$
35. Ac	ljusted Local Match (Line 28 minus Line 34)	\$
	pplemental Local Fundsme as Line 26 Library (D) and Other (E) Total Ineligible)	\$
37. TO	TAL PROJECT INCOME [Add Lines 27, 28 and 36]	\$
<sup>1</sup> Up to a maximum of \$20,000,000		
<b>Facilities</b>	redit is not allowed for land acquired by funds from the "Class Bond Act of 1998" [See Education Code section 19995 (c) which ation Code)]	

Projected Library Operating Budget (Multipurpose N	lew Construction and C	onversion Projects Only)
EXPENDITURES  1. Salaries/Benefits	INITIAL START-UP <u>EXPENSES</u> \$	ANNUAL EXPENSES \$
2. Facilities Costs Insurance Maintenance (Including Custodial, Trash, Landscaping, etc.) Security Utilities Other (Specify):	\$	\$
3. Equipment & Supplies Costs Equipment Supplies	\$	\$
4. Materials Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	\$	\$
5. Other Allocations (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify):	\$	\$
6. Miscellaneous (Other)	\$	\$
7. TOTAL EXPENDITURES:	\$	\$

Financial Capacity (New Construction and Conversion Projects Only)
Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.
PROJECT TIMETABLE
Provide the timetable for the proposed project.

Provide the timetable for the proposed project.			
Show estimated dates of completion for future activities, as well as actual dates for activities already completed.			
<u>ACTIVITY</u>	<u>DATE</u>		
Planning and Land Use Permits Obtained (If Applicable)	<u> </u>		
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	<u> </u>		
3. Schematic Plans Completion	•		
4. Design Development Plans Completion	<b>•</b>		
5. Working Drawings (90%) Completion	<u> </u>		
6. Construction Documents Completion	<b>•</b>		
7. Project Advertised for Bids	<u> </u>		
8. Start of Construction	<b>•</b>		
9. Estimated Mid-Point of Construction	<b>•</b>		
10. Completion of Construction	<u> </u>		
11. Opening of Library Building to the Public	<b>•</b>		
12. Final Fiscal & Program Compliance Review Completed	<b>•</b>		

## APPLICATION CERTIFICATION

#### **SIGNATURES**

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION		
Signature of Mayor, Chairperson of application for the local jurisdiction.	Board of Supervisors, or Head of District, authorized to make	
	•	
Name (type)		
LIBRARY DIRECTOR OF THE OPERA	ATING LIBRARY JURISDICTION	
	ction, for which I am the administrative agent, approves of the y as a public library after its completion.	
	•	
Name (type)	<b></b>	
Name (type)	Title (type)	
□ SUBMIT COMPLETED APPLICATE TO INSTRUCTIONS IN SECTION 2	ION FORM AND SUPPORTING DOCUMENTS ACCORDING 20440	

Bond Act Fiscal Officer Office of Library Construction 1029 J Street, Suite 400 Sacramento, CA 95814-2825

□ MAIL APPLICATION AND SUPPORTING DOCUMENTS TO: